



Town of Whitakers
302 N.W. Railroad Street
PO Box 727
Whitakers, NC 27891
Phone (252) 437-4011 / Fax (252) 437-1720

CUSTOMER SERVICE FORM

Public Request / Compliment / Complaint / Suggestion Form

For Citizen/Staff Use. When completed submit to Town Hall Clerk's Office for Routing.

Date: _____ Email: _____

Name: _____ Phone: _____

Address: _____

Please fill out completely; address will be used to mail response back.

Location of Concern or Request: _____

Description of Request/Compliment/Complaint/Suggestion.

Information provided on this form may be available to the public, pursuant to the North Carolina Public Records Act.

For City Use Only

1. When completed by citizen or staff, submit Customer Service Form to Town Hall clerk office.
2. Town Clerk will route to Lead Department(s) for response.
3. Lead Department(s) is to return completed response to Town Hall Clerk.

Received by: _____ Date: _____

Completed by: _____ Date: _____

Via: ☐ U.S. mail ☐ Phone Call ☐ Over the Counter ☐ Email ☐ Fax

Lead Departments: ☐ Administration ☐ Finance ☐ Police ☐ Fire Dept. ☐ Public Works

☐ Planning ☐ Building Dept. ☐ Recreation ☐ Engineering ☐ Other (_____)