

Describe the events in the order they happened, as concisely as possible: (Attach additional pages if needed)

What resolution are you seeking **or** what offer are you making to resolve this dispute? (e.g., exchange, repair, money back, payment plan, monetary offer, contract cancellation, etc.) If you are asking for a refund, please specify the amount.

PLEASE READ THE FOLLOWING BEFORE SIGNING BELOW

Please attach to this form photocopies of any papers involved in your dispute, (contracts, warranties, bills received, canceled checks, correspondence, etc). **DO NOT SEND THE ORIGINALS**. If you wish to have a copy of this complaint for your records, you may photocopy it, however, it is very important that you return the signed original form back to us. In order to resolve your complaint, we will send a copy of this form to the business or individual against whom you are complaining.

The information contained in this form is true, correct, and complete to the best of my knowledge.

DATE

SIGNATURE