



**CITY OF WATERFORD**

Attention: City Clerk  
320 E Street, Waterford, CA 95386  
(209) 874-2328/ Fax (209) 874-9656

**CUSTOMER SERVICE FORM  
Public Request/Compliment/Complaint/Suggestion Form**

*For Citizen's Use. When completed submit to City Clerk's Office.*

Date \_\_\_\_\_

Name \_\_\_\_\_ Phone # \_\_\_\_\_

Address \_\_\_\_\_

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

Location or Nature of Concern or Request \_\_\_\_\_

Description of Request/Compliment/Complaint/Suggestion.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

**For City Use Only**

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

Received By \_\_\_\_\_  
Staff Member

Date Received \_\_\_\_\_

Via:

U.S. Mail                       Phone Call                       Over the Counter                       E-Mail

Lead Departemt(s):

Administration \_\_\_\_\_                       Finance \_\_\_\_\_                       Police \_\_\_\_\_  
 Fire \_\_\_\_\_                       Public Works \_\_\_\_\_                       Planning \_\_\_\_\_  
 Building \_\_\_\_\_                       Recreation \_\_\_\_\_                       Engineering \_\_\_\_\_  
 Other \_\_\_\_\_