**PREMIER FRANCHISE**

INTER-OFFICE COMMUNICATION

From:

To:

Office:

Office:

**We have observed the following situation that may need to be addressed for the**

**purpose of improving our business, our customer service or our communication.**

Job Name:

Date:

Location:

Observer of Situation:

Phone:

Construction

Process

Communication

We noticed the following conditions:

This condition seems to be a result of:

This situation cost us hours to correct. We were happy to provide this service as

a practice of good customer service and quality customer relations.

**In the future may we address this situation in the following way?**

Idea for correction:

**Future cost for providing the correction. hours at $ Total $**

(000) 000-0000 | 0000 Street, City, ST 00000