

**Indomer Coastal Hydraulics (P) Ltd.**

Form No. 045/C13/Client

CLIENT COMPLAINT/APPEAL FORMRev. 3.0 dt.
No./Date 1.12.2022

Client Name			
Project Title			
Work order No.			
Project Code No.			
Sl. No	Complaints on	v	Complaints/Appeals
1	Response to the Enquiry/ Queries/Submission of proposals/signing of work order/Invoice raising /Submission of vendor registration forms and other admin related aspects		
2	Data Collection / Field activities		
3	On site staff behaviour		
4	Quality of data collected / data analysis		
5	Timely Submission of report and other Deliverables		
6	Quality of draft report and final report		
7	Attending meeting while the project is in progress		
8	Update to the client while the project is in progress		
9	Response to the client comments and suggestions on the report		
10	Attending Statutory Meetings		
11			



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	Submission of final report after incorporating the clients comments		
12	Assistance in getting clearances		
13	Liasoning works if any		
14	Others if any (Please specify)		
FOR CLIENT USE			
Name of the officer		Signature & Company Seal	
Designation			
Date			
FOR INDOMER USE			
Managing Director			