



Email your completed form to [office@exerciseresearch.com.au](mailto:office@exerciseresearch.com.au) OR post to ERA P.O. Box 212 Fairfield VIC 3078

<b>Full name</b>			
<b>Address</b>			
<b>Email Address</b>			
<b>Contact Number</b>		<b>Is this a complaint or appeal?</b>	<input type="checkbox"/> Complaint <input type="checkbox"/> Appeal
<b>Date</b>			<b>Signature</b>

*Describe your issue in full detail, supply names/dates/events etc.*

*Have you attempted to resolve the matter? Provide full details if so.*

*What would be your desired outcome?*



**OFFICE USE ONLY**

**Escalation Required:**  YES  NO **If yes, to whom?**  Business Manager  Managing Director  External Appeal

**Detail the steps/actions taken to resolve the matter:**

**Is the matter resolved?**  YES  NO

**Resolution:**

**Complainant/Appellant advised of the outcome:**  Yes  No

**Date advised:** \_\_\_\_\_

Email  Letter  Phone call