

**SUN VALLEY PUBLIC SERVICE DISTRICT
POST OFFICE BOX 95
18 SABLE CIRCLE
REYNOLDSVILLE, WV 26422-0095
304-623-9609**

Richard Dale, Chairman
Connor Thompson, Treasurer

Sandra Patterson, Secretary
Kevin Short, General Manager

COMPLAINT RECORD

Account #: _____ Date: _____ Time: _____ A.M./P.M.

Complaint made by: _____

Address: _____

Telephone: _____

Nature of Complaint: _____

Location of Complaint: _____

Signature: _____ Date: _____

Witness: _____ Signature: _____ Date: _____

Complaint taken by: _____

FIELD REPORT

Person Investigating: _____

Date: _____ Time: _____ A.M./P.M

Conditions Found: _____

Action Taken: _____

Signature: _____ Date: _____