

For City of Yelm Official Use Only:

Routed to: _____ On: _____

Response/Information Given: _____

Suggested Action to be Taken: _____

Complaint and suggested action to Dept. Head ____ / ____ / ____

Action assigned to: _____

Action to be initiated by ____ / ____ / ____

Action taken if other than above: _____

Satisfactorily resolved/Completed on: ____ / ____ / ____

By: _____