

FORM: CUSTOMER CARE FORM

FORM VERSION: 120923



Enterprise Business Center of Louisiana
3419 NW Evangeline Thwy, Carencro, LA 70520

Instructions: A Customer Care Form should be used to submit written requests to the Administrative Office. It is typically used for workorder requests, customer/client/tenant concerns, and general written communication in need of a written response from the Administrative Office. Once completed and submitted this form will be forwarded to senior management at our corporate office to review any customer/client/tenant special concerns and/or requests.

Your Name: _____ **Telephone:** _____ **Today's Date:** _____

Business Tenant Tenant Customer Client Other: _____

Mailing Address: _____ (Street) _____ (City) _____ (Zip)

Email Address: _____

What is the best way to contact you? Mail Email TEXT Messaging Telephone Call

Briefly describe the nature of your question, comment, or request:

Response by senior management:

Professional Policy: The DIRECTOR of the Enterprise Business Center of Louisiana is here to provide direction and oversight over the business center. He/she DOES NOT address customer service issues – this is the responsibility of our front desk staff. Please be respectful of our professionalism and DO NOT ask to speak to the DIRECTOR about a customer service complaint or request. Such concerns should be placed here (in writing), and an appropriate written response will be emailed, mailed, replied via a written text message, or via a private office meeting only when absolutely necessary to resolve or address concern.

Your Signature

Date

Received By

Date
