

City of King  
Attention: City Clerk  
212 S Vanderhurst Ave.  
King City, CA. 93930  
Phone: (831) 385-3281  
Fax: (831) 385-6887

## CUSTOMER SERVICE FORM

### Public Request / Compliment / Complaint / Suggestion Form

*For Citizen/Staff Use. When completed submit to City Clerk's Office for Routing.*

Date: \_\_\_\_\_ Email: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

***Please fill out completely; address will be used to mail response back***

Location of Concern or Request: \_\_\_\_\_

Description of Request/Compliment/Complaint/Suggestion.

---

---

---

---

---

---

---

---

***Information provided on this form may be available to the public, pursuant to the California Public Records Act.***

#### ***For City Use Only***

1. When completed by citizen or staff, submit Customer Service Form to City Clerk's Office
2. City Clerk's Office will route to Lead Department(s) for response.
3. Lead Department(s) is to return completed response to City Clerk's Office.

Received by: \_\_\_\_\_ Date: \_\_\_\_\_

Completed by: \_\_\_\_\_ Date: \_\_\_\_\_

Via: ( ) U.S. mail ( ) Phone Call ( ) Over the Counter ( ) Email ( ) Fax

Lead Departments: ( ) Administration ( ) Finance ( ) Police ( ) Fire Dept.

( ) Public Works ( ) Planning ( ) Building Dept. ( ) Recreation ( ) Engineering ( ) Other