

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