COMPLAINT FORM

Polk County Transportation Authority

DATE _____

PERSON MAKING COMPLAINT_____

CONTACT INFORMATION FOR FOLLOW UP: Phone #:_____

Address:_____

_____

COMPLAINT (in detail) _____

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Please submit your complaint to the Director of Polk County Transportation using one of the following ways:

1. Via US Mail: Polk County Transportation Authority, Attn: Director,
   PO Box 308, Columbus, NC 28722

2. Via Phone: 828.894.8203 and ask to speak with the Director or

3. Via Fax: 828.894.5913, Attn: Director

Feedback Acknowledgement: Your complaint will receive a response provided legible contact information is given. You will receive acknowledgement according to the following two criteria:

- If PCTA receives your complaint via Mail or Fax your response will provided in seven business days.

- If PCTA receives your complaint via Phone, you will receive a response within 72 hours.

IF MORE SPACE IS NEEDED PLEASE USE ANOTHER SHEET AND ATTACH TO THIS FORM