

# 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:

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Response by senior management:

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**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

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