

COMPLAINT ENVELOPE

Instructions:

Print all pages on Cardstock if possible.

For Product: Print all pages once.

For Problem: Print page 1 and 2 twice, and 3 once

For Consequence: Print page 1 and 2 twice, and 3 once

For Action Requested: Print page 1 five times

- Slice off the white borders, then slice each card. Laminate if you wish.
- Place each set of cards in their own envelope.
- Print the envelope covers. They are designed for 9x6 envelopes
- Attach the covers to each envelope

