

**CUSTOMER SERVICES**

**MANUAL**

**Company Name Here**

Prepared By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

**SERVICES OVERVIEW**

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**GENERAL INFORMATION**

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**SYSTEM PREFACE**

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**MISBHAVIOR REPORTING AUTHORITY**

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**MANUAL REFERENCES**

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**STEPS FOR IMPROVEMENT**

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**POINTS OF CONTACTS**

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**MANUAL ORGANIZATION**

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**ACRONYMS & ABBRIVIATIONS**

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