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HOUSTON, TEXAS 77006

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WWW.ULYSSES.LI

We kindly ask that all Customer Complaint Forms be submitted to us ASAP from the time of the incident, no more than 24 hours after the issue occurs. This will enable us to take effective and decisive action, while memories are still fresh, and time line is relatively close.

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COMPANY INFORMATION

Company Name:

Authorized Trader:

Date & Time of Incident:

Brief Trade Description:

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COMPLAINT

State the issues:

In your opinion, which action should Ulysses have taken or not taken which could have prevented this situation?

In your opinion, which policy should Ulysses enact in order to prevent such instances from reoccurring in the future?

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INTERNAL - ULYSSES

AP handling the account at time of incident:

Supervisor/Principle Reviewing this Report:

Date of Review:

Review Description:

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