



**IDEA-1001
Formal Inquiry Form**

IDEA maintains a formal inquiry process for investigating complaints regarding IDEA Member Companies with the objective of resolving matters relevant to the mission and ethical principles of IDEA. If you determine that you have a complaint about an IDEA Member Company, please complete the form below to record and submit the complaint and initiate the formal inquiry process. Please click the "Submit By Email" button at the end of the form and forward any pertaining documents or photos by email to Formal_inquiry@idofea.org.

Contact Information of Party Registering Complaint (required)

Date:

Company/Organization Name:

Name of Company Representative:

Company Representative Email Address:

Address Line 1:

Address Line 2:

City: State: ZIP: Country:

Phone: Fax:

Federal Tax ID: Website Address:

Contact Information of Party Complaint is Registered Against (required)

Company/Organization Name:

Name of Company Representative:

Company Representative Email Address:

Address Line 1:

Address Line 2:

City: State: ZIP: Country:

Phone: Fax:

Federal Tax ID: Website Address:



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Please provide the following:

1. Documentation that substantiates your complaint. Send documents to Formal_inquiry@idofea.org.
2. Photos that substantiate your complaint. Send photos to Formal_inquiry@idofea.org.
3. Provide a general description of the nature of the complaint and the recommended action for resolution:

4. Provide a detailed description of the complaint in chronological order:

You will be contacted by an IDEA Staff Member to begin processing your request for a formal inquiry. Thank you for bringing your concerns to our attention. Please select "Print Form" to print a copy for your records and then click the "Submit by Email" button to automatically return this form to IDEA by email.