

Janesville Farmers Market (JFM)
Saturdays, 8:00 AM to 1:00 PM, May through October
Located on West Wall Street between North River and North Jackson Streets
in Downtown Janesville



Suggestion/Complaint/Grievance Form

- I would like to make a suggestion for the betterment of the market (no fee).
- I would like to report a Janesville Farmers Market rule violation AND AM INCLUDING A CHECK FOR \$25.00. I understand that this check will be held by the JFM until the claim has been verified. If the claim is found to be valid, the check will be returned. If the claim cannot be proven/ is not found to be valid, the check will be cashed by the JFM.

Please consider and present this issue in the context of the welfare of the market as a whole.

GENERAL SUGGESTION(S)

Please share suggestions for the betterment of the Janesville Farmers Market:

How can you help make this idea possible?

Are there costs that may be associated with this suggestion? Who would bear the cost?

RULE VIOLATION(S) (must be within 8 days with processing fee included)

Date, time and location of incident: _____

Please list which Janesville Farmers Market rule is being violated:

Description: (You may use the back of the form if necessary)

Please list names and telephone numbers of witnesses (if applicable). Would you or any of the above witnesses prefer to have your name kept confidential, if possible? ____yes ____no

Signature: _____ Date: _____

Received by: _____ Date: _____
(Manager Signature)

A written response will be given to all named in the complaint within 2 weeks of receipt of the written and signed complaint. This form will be reviewed by the Market Manager and Board of Directors. Please give this form to the market manager WITH A CHECK FOR \$25.00 or mail to:

Janesville Farmers Market, Inc.
PO Box 8252, Janesville, WI 53547-8252
manager@janesvillefarmersmarket.com
(608) 289-9292, manager@janesvillefarmersmarket.com