



# TEAMSTERS LOCAL 1150

## GRIEVANCE RECORD

### STEWARDS NOTES

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GRIEVANCE NO.                  GRIEVANT'S NAME                  CLOCK NO.                  PHONE                  DATE

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STEWARD NAME                  PHONE                  OTHER CONTACT INFORMATION

NOTES:

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**REMEMBER TO ASK THE 6 "W" QUESTIONS:**

<b>WHO</b> was involved?	<b>WHAT</b> happened?	<b>WHERE</b> did it happen?
<b>WHEN</b> did it happen?	<b>WHY</b> did it happen?	Are there any <b>WITNESSES</b> ?