Do you have a:   
- Compliment?  
- Suggestion?   
- Complaint?

Your feedback plays an important role in helping us to improve our service.

**What to do with this form:**

**When you have completed this form, you can:**

* Give it to the staff member looking after you
* Post it to us at:

**<Insert organisation name**

**<Insert organisation address>**

**Interpreter services:**

If you need an interpreter when providing feedback, ask to speak to one of our staff or the **<Insert role name>.**

**Our commitment:**

We will investigate any complaint(s) you have made in a timely manner and advise you in writing of the outcome.

**Thank you for taking the time to provide our team with your feedback.**

Today’s date: / /

Service:

**Unhappy with your care?**

Tell us about your concern(s):

**Happy with your care?**

Tell us what we did well:

Your name (optional):

Phone (optional):   
Please tick as appropriate:

Please call me so I can give you more information

I would like a response to my feedback

How would you like this issue to be resolved?

**Any suggestions?**

Do you have any ideas for improving what we do?