We hope that in your dealings with us you will find our staff and services meet with both your expectations and your approval.

Your input into our services is vital to ensure that practices and / or standards are monitored and amended accordingly.

We welcome your comments and can promise that your comments will be handled promptly and efficiently by the Manager, or passed to a higher authority if you so wish.

Comments offer us the chance to congratulate our team, or provide us with an opportunity to improve our service.

Please complete the form below and hand it in to any member of staff – or send it to our offices if you wish.

Your Name:	Signature:
Your Address: Postcode:	Date: Phone No: Mobile No.

Please tell us what your comment is: Please continue on another sheet if required

For Office Use:	Date Received:	
Passed to:	Complaint Ref No. ……………/ CR………	Letter sent: