

P02 Complaints and Feedback Policy v4

Appendix 3 – Compliments or Complaints record form

| | | | |
|--|--|-------------------|--|
| Name of the person making the compliment/complaint | | | |
| Address | | | |
| Telephone Number | | Email | |
| Name of the person completing the form (if different) | | Their role | |
| Which service or project is the compliment/complaint about? | | | |
| Details of the Compliment or complaint (continue on a separate sheet if needed) | | | |
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