**Complaints and Compliments Feedback Form**

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| Name:Telephone:Email:Address: |
|  |
| Brief complaint/compliment details, including dates and names where appropriate |
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|  |
| If this is a complaint, what would you like to happen to sort it out? |
|  |
|  |
| How would you like us to communicate with you?Phone [ ]  Email [ ]  Letter [ ]  Can we leave a message on your phone? Yes [ ]  No [ ] Other (please state) |
|  |
| Do you require any support to make your complaint?No [ ] Yes [ ]  (please tell us what support you need) |
|  |
| Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

Thank you for completing this form. Please send it to us at:

Advonet, Unity Business Centre, 26 Roundhay Road, Leeds, LS7 1AB

Or you can email it to feedback@advonet.org.uk Please put ‘Complaint’ in the subject header of the email.