**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](mailto:feedback@advonet.org.uk) Please put ‘Complaint’ in the subject header of the email.