*Tick appropriate:* [ ] **COMPLIMENT** [ ] **SUGGESTION** [ ] **COMPLAINT**

SUBJECT ……………………………………...………………………………………..

Thank you for taking the time to provide our service with feedback. All compliments, suggestion and complaints are reviewed by the Manager. All feedback is valuable in helping to maintain and improve the service.

Please deliver to 201 Rankin Street or post to PO Box 791, Bathurst NSW 2795

If you require feedback we will need contact details of some description, however this particular form has been developed for those people who wish to stay anonymous.

|  |
| --- |
| **Details of Compliment/Suggestion/Complaint**  **………………………………………………………………………………………………….**  **………………………………………………………………………………………………….**  **………………………………………………………………………………………………….**  **…………………………………………………………………………………………………..**  **…………………………………………………………………………………………………..**  **…………………………………………………………………………………………………..**  **…………………………………………………………………………………………………..**  **…………………………………………………………………………………………………..** |
| *Office use only:*  **Action to Be Taken/Outcome – by who \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| *Office use only:*  **Date entered of Register** ………………………………………………. |

*Office use only:*

Date: …………………………………Received by:…..……………………………….