

 Ref no:

Feedback Form

This is a: Compliment [ ]  Complaint [ ]  Comment [ ]  Concern [ ]

You may stay anonymous if you wish, however in some cases it may not be possible to investigate anonymous complaints.

Name: ………………………………………………………………………………………………………

Date: ………………………………………

Address: …………………………………………………………………………………………………

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If you are writing on behalf of someone else please write that person’s name here:

Name: ………………………………………………………………………………………………………

Relationship to individual: ………………………………………………………………………….

………………………………………………………………………………………………………………..

Please give full details below of your compliment/ complaint/ comment/ concern, including dates and names where appropriate.

If this is a complaint or concern, please state what you would like the outcome of the investigation to be.

Thank you for taking the time to complete this form. Please return to:

Service Manager

Gaddum Centre, Gaddum House

6 Great Jackson Street

Manchester, M15 4AX

You can also email: complaints@gaddum.co.uk

You will receive acknowledgement of your feedback within 3 working days and a full response to any complaints within 20 working days.

Print name: ………………………………………………………………….

Signature: …………………………………………………………………….

Date: …………………………………………………….

Our Compliments, Complaints, Comments and Concerns policy is available upon request.