**Feedback Form**

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

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

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

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

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

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

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

Name: ………………………………………………………………………………

Date: ………………………………………

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

……………………………………………………………………………………………

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,

6 Great Jackson Street,

Manchester, M15 4AX

You can also email: complaints@gaddum.org.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.**