Notes for use:

Modify and update this template Compliments and Complaints Policy before use.

Steps:

1. Update and change text in [Square brackets and red text]
2. Remove the Watermark – Click Page Layout > Watermark > Remove Watermark
3. Delete this cover page
4. Save the document

You may use this form to make a suggestion or to make a complaint about [name of clinic / organisation].

We would like you to return this form as soon as possible.

Your name

Address

Telephone

Date of incident

Approximate time of incident

Suggestion / Complaint

What action would you like to be taken?

What times are convenient for you to have an appointment to discuss this?