

# COMMENTS, COMPLIMENTS AND COMPLAINTS FORM

At Together, we welcome comments, compliments and complaints from people who use our services, their carers, families and friends, and the people we come into contact with in our work. You do not have to give your name and contact details unless you want to (however, we may not be able to follow up and respond to your comment/compliment/complaint without these details).

Are you making a (please tick):  Comment  Compliment  Complaint

What Together service(s) does this relate to/is this about Together as an organisation?

What would you like us to know? (please use additional space on the next page if needed)

Are you: (please tick)

- |   |   |
|---|---|
| <input type="checkbox"/> Someone who uses a Together service                            | <input type="checkbox"/> Someone who works for another organisation |
| <input type="checkbox"/> A relative/friend/carer of someone who uses a Together service | <input type="text" value="Other (please specify)"/>                 |
| <input type="checkbox"/> A neighbour/member of the public                               |   |

Is your comment/compliment/complaint about: (please tick)

- |   |  |
|---|--|
| <input type="checkbox"/> Someone who uses a Together service    | <input type="checkbox"/> Together as an organisation |
| <input type="checkbox"/> An individual Together staff member    | <input type="text" value="Other (please specify)"/>  |
| <input type="checkbox"/> A specific Together staff team/service |  |

Is there any response/action you would like us to take?

Your name and how we can contact you (if you would like a reply)

If you feel comfortable sharing this information, please use this space to tell us more about yourself (i.e. gender, age, ethnicity, sexual orientation, religion, disability etc.)

**National Office Use Only**

Date Received:

Project/Service comment relates to:

Added to Effective Software:

E/S No:

**What would you like us to know?** (Please write in this additional space if you need to)