



COMPLIMENTS AND COMPLAINTS FORM

To formally lodge a compliment or complaint, please complete the following form.

You can remain anonymous, however this may limit the ETU's capacity to investigate and respond to the best of its ability.

Date	
Full name	
Email	
Best contact number	
How do you prefer to be contacted?	<input type="checkbox"/> Email <input type="checkbox"/> Phone
Who are you?	<input type="checkbox"/> ETU member <input type="checkbox"/> Non-member <input type="checkbox"/> Other – please specify:
What are you lodging?	<input type="checkbox"/> Compliment <input type="checkbox"/> Complaint
Outline your compliment or complaint	
What is your desired outcome?	<input type="checkbox"/> Apology <input type="checkbox"/> Explanation <input type="checkbox"/> Change <input type="checkbox"/> Other Please elaborate:
Declaration	I attest that the information above is true and correct. Signature:
OFFICE USE ONLY <i>For complaints only</i>	Date responded: Action taken to resolve complaint: Resolution: Corrective Action (if required): Follow up (if required):