

## FEEDBACK/IMPROVEMENT NOTIFICATION FORM

Stella Maris welcomes your comments and suggestions in ways that we can improve the quality of our service.

Please feel free to fill out a Feedback/Improvement Notification Form and place it in the box provided.

Date: \_\_\_\_\_

- |                                     |   |
|-------------------------------------|---|
| <input type="checkbox"/> Compliment | <input type="checkbox"/> Suggestion for Improvement |
| <input type="checkbox"/> Complaint  | <input type="checkbox"/> Eco-Friendly Idea          |

Please describe the issue/concern


What suggestion(s) do you have on how we can improve or resolve the issue?


If you would like us to contact you about your issue, please complete the section below:

Name		
Phone Number		
Email Address		
Preferred Method of Contact	<input type="checkbox"/> Phone	<input type="checkbox"/> Email

Office Use Only — (to be entered into Riskman within 3 working days of form being submitted)	
Date Entered into system:            /            /	Incident ID Number