

About you - this is optional. If you would like us to get in touch, please fill this out.

Your name		Date	
Your address			
Your phone number			
Relationship to MC			

What would you like to tell us?

Feedback or compliments: tell us about what you like, or what you think we could improve, about the way we do things. People who give feedback and compliments do not expect any specific follow-up.

Complaints tell us about something that you are not happy about. If you are making a complaint, you are telling us you would like us to improve things. You will want to be contacted and be involved in the follow-up process.

This is: Feedback A compliment A complaint

MC program/location	
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Write down the details below

Send your completed form to one of our offices - the details are on the back page.

Office use only

Received by		Date received	
MC manager delegated to follow-up			
If this is feedback or a compliment, date entered into MC Feedback and Compliments Register			

See Feedback, Compliments and Complaints procedure for further actions.