

Anonymous Complaints & Feedback form

Instructions:

1. Complete this form.
2. Forward with information to our Complaints Department via our email address complaints@tassiecare.com



Who is the person, or what is the service, about whom you are complaining or providing feedback about

Name or Service		
Does the person know you are making this complaint/providing feedback?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

What is your Complaint/Feedback about?

Would you please provide some details to help us understand your concerns?

You should include what happened, where it happened, the time it happened and who was involved.



Supporting Information

Would you please attach copies of any documentation that may help us to investigate your complaint/feedback (for example letters, references, emails)?

What outcomes are you seeking because of the complaint/feedback?

OFFICE USE ONLY

Date received	
Action taken or required	
Date action completed	
Signature	