



## Making a compliment

Easy Read

Product Number: 80200112161



A **compliment** is a way of saying you are really happy about something a member of staff has done.



Please write your compliment in the box below.  
(you can use more paper if you want to)



It might mean that they have done something extra special and you want other people to know about it.



Use this form to tell us about your **compliment**.



If you need help you can ask a member of staff, family member, or an advocate.



Once you have finished filling in the form, please send it to your local office. Their address is:



Please put a tick next to the word that says who you are:



Name:



Person we support



Telephone number:



Family Member



Today's date:



Someone else,  
Please say who:

\_\_\_\_\_  
\_\_\_\_\_



We may want to contact you to talk about your compliment. If that is okay, then please write your name and telephone number in the spaces on the next page.

For office use only.

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

Date initial details entered onto Complaints/Compliments Management System (CMS): \_\_\_\_\_

Reference No: \_\_\_\_\_

\* Date Acknowledged: \_\_\_\_\_

Person acknowledging compliment: \_\_\_\_\_

NB. \* Person acknowledging should pass details of compliment onto relevant service manager.