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**Service User Comments, Compliments and Concerns Sheet**

\*\*Please rule after each entry and start a new sheet each month\*\*

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| --- | --- | --- | --- | --- | --- |
| **Establishment/****Service** |  | **For the month of:** |  | **Year:** |  |

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| --- | --- | --- | --- | --- |
| **Date** | **Service User’s Name** | **Details (please say briefly what the concern or compliment was – if a concern state how you dealt with it** | **Progressed to Stage 1****Yes/No** | **Dealt with by: (please print name)** |
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**Please send a copy to Sue Halliday at Edge Lane at the end of each month.**