

# Anonymous Complaints & Feedback Form

## Instructions:

1. Complete this form
2. Forward with information to our Complaint Manager either via email ([admin@speechability.com.au](mailto:admin@speechability.com.au)) or post. If you do not have this envelope, then please feel free to contact us by:



Website	<a href="https://speechability.com.au/">https://speechability.com.au/</a>
Postal Address	8A Ogilvie St, Terrigal, NSW, 2260.

3. **Please do not** put your name through our website or on the envelope.

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?

Yes

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**

<b>Date received</b>	
<b>Action taken or required</b>	
<b>Date action completed</b>	
<b>Signature</b>	