**I’m all ears**

**COMPLAINTS FORM.**

I can confirm I am a client – YES / NO

If you have ticked NO, please specify your role in the complaint:

**1. The person you are complaining about:**

Please provide as much information as possible on the person you are complaining about.

 Name:

Address: Town:

County: Postcode:

Telephone number (incl. area code): Mobile:

Email:

 **2. When did the issue take place?**

**3. Where did the issue take place?**

**4. Please tell us what you believe happened**

**5. Did anyone witness this? If so, please provide their contact details**

**6.** **Has this been reported to anyone else? E.g. the police,**

 If - YES, please provide details below.

 If - NO, please go to **Question 8**

 Please provide the contact details of whom this was reported to.

Date and time reported:

Name:

Organisation:

Telephone number (incl. area code):

Email:

**7. What was their response?**

Please contact us with any progress on the incident you have reported.

8. Please provide any additional information that may help us with this matter.

9. Please use the following to list any documents you are including with this form:

10. How would you like to see this complaint resolved? E.g. refund, apology, suspension of membership etc.

Signed: Dated: / /

Printed Name:

Preferred contact details for feedback.

Address: Town:

County: Postcode:

Telephone number (incl. area code): Mobile:

Email:

Please send us your completed form and any additional information to

Email: - info@imallears.community

Mail: - I’M ALL EARS

 PINEWOOD LODGE

 Headly Road

 Grayshot

 GU26 6LL

We will acknowledge receipt of your complaint and keep you informed of the next steps.