

We value all constructive feedback from our members, student users and other visitors. You can use this form to make a complaint or to pay a compliment - you can also use it when you'd just like to make a comment or suggest an improvement. Completed forms can be left boxes at Reception on the ground floor and in the basement changing area. They can also be posted to us at 44 Portland Place, London W1B 1NE or downloaded and submitted via our website [www.44portlandplace.org.uk](http://www.44portlandplace.org.uk)

Please tell us, are you

- Making a comment or suggestion     Making a complaint     Paying a compliment

We will acknowledge receipt of this form within 7 days and respond to what you tell us within 21 days. How would you like to hear from us?

- By post     By email     By telephone     Response not required

What would you like to tell us?

*(please continue on reverse if necessary)*

Name:.....Address:.....

Telephone:..... Email:.....

OFFICE USE ONLY    Date Received.....Signature.....