

## Compliment Form

Havant and East Hants Mind is committed to providing our service users with a professional quality service and to continuously improve these services. If you have had good service then we would love to hear about it so we can encourage all our staff, trustees and volunteers. Any information submitted via this form will be treated confidentially in accordance with our [Privacy and Data Protection Policies](#).

<b>Instructions</b> This form can be filled out electronically and sent via email or printed out and mailed in. Alternatively, you can call us directly and submit your compliment verbally.	
<b>Name &amp; Address</b> (leave blank if anonymous)	
<b>Preferred Contact Method</b> <input type="checkbox"/> Email <input type="checkbox"/> Telephone <input type="checkbox"/> Mail	<i>provide email or phone number if preferred contact.</i>
<b>Date of Compliment</b>	
<b>Your compliment</b>	
<p><i>To be completed by HEH Mind staff</i></p> <p><b>Staff member who received the compliment:</b> _____</p> <p><b>How was the compliment received:</b> <input type="checkbox"/> written <input type="checkbox"/> email <input type="checkbox"/> verbal (transcribed)</p> <p><b>Actions taken:</b> <input type="checkbox"/> Lamplight report created <input type="checkbox"/> Service Manager notified <input type="checkbox"/> CEO notified</p>	