

Anonymous Complaints & Feedback Form

Instructions:

1. Complete this form
2. Forward with information to our Complaint Manager via stamp self-addressed envelope provided at your intake. If you do not have this envelope, then please feel free to contact us by:

Website	www.classylife.com.au
Postal Address	PO BOX 4254, Lake Haven NSW 2263

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

Details of person whom you are complaining or providing feedback about:

Details of the 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

Date received	
Action taken or required	
Date action completed	
Signature	