

# Feedback Form

Feedback is a way for you to tell us about your experience with Sunshine Butterflies' service. You can pass on a compliment, give us suggestions for service improvement or let us know about any concerns/complaints you may have. Your feedback is very important to us and we appreciate your honesty.

Please complete this form and either:

Hand to any  
Staff member

Post to;  
Sunshine Butterflies Inc  
PO Box 1162, Noosaville BC 4566

Email;  
admin@sunshinebutterflies.  
com.au

Is this a:

Compliment

All compliments will be fed back to relevant areas/staff.

Suggestion/Idea

All suggestions will be taken to the appropriate forum for review & discussion.

Complaint/Concern

All complaints will be investigated and you will be informed of any action taken.

Would you like us to contact you to discuss your concern or feedback? YES  NO

If yes, please complete below: (please note you will not be provided with a response if you choose to remain anonymous)

Name: ..... Phone: .....

Email: .....

Are you a: Member  Parent/Carer  Staff  Other: .....

Please tell us about your compliment, suggestion or complaint below:

Please provide as much detail to enable a thorough investigation eg: date, time, staff names or as much description as possible.

Date event occurred:..... Location:.....

Details:.....

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If there is not enough space, please use another sheet of paper and attach when sending.

Date:..... Signature:.....

Administration use only

Action Taken:..... Staff:..... Date:.....

www.sunshinebutterflies.com.au  
admin@sunshinebutterflies.com.au  
07) 54702830

 Sunshine  
Butterflies  
SHINING THROUGH ALLABILITY