



First Floor, 139 George Street, Edinburgh, EH2 4JY
Tel. 0131 225 4766 Fax. 0131 225 7663

Client Complaint Form

Key Details required

Name			
Address (including postcode)			
Phone number		email address (optional)	
Summary of complaint (Description of your complaint, including date of incident)			



First Floor, 139 George Street, Edinburgh, EH2 4JY
Tel. 0131 225 4766 Fax. 0131 225 7663

<p>Resolution of complaint</p> <p>(What action could we take, in your opinion, to resolve your complaint)</p>	
<p>Any other relevant information</p>	

Signature of client.....Date.....

Please return this form to the Manager by post or e-mail. You will receive notification that your complaint has been received within 5 working days.

Postal address- Positive Help, 139/1 George Street, Edinburgh, EH2 4JY

E-mail- mattstraw@positivehelpedinburgh.co.uk