**Comments and Complaints Form**

Wiltshire Mind welcomes all feedback, compliments and complaints as these enable us to continually improve our services. Please use this form to provide details of your comments or complaint.

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| --- | --- |
| **Name:** |  |
| **Address:**  |  | **Telephone:** |  |
| **Email Address:** |  | **Mobile:** |  |
| **When? Date(s) and time(s) of the occurrence** | **Where? Location(s) of the occurrence** |
| **Who? Names of all other people involved**  | **Witnesses? People who saw the occurrence but were not involved** |
| **What happened? Please give as much information as possible about the occurrence. Use the back of the form if necessary.** |
| **Evidence? Please give details of any evidence you have of the above. Please attach these to this form if possible.** |

Submit to: feedback@wiltshiremind.co.uk or

Complaints Team, Trinity House, Bryer Ash Business Park, Trowbridge, BA14 8HE