

## 5 about your compliment, comment or complaint

- ▶ are you making a compliment, comment or complaint for someone else?  
 yes  no

If you answered 'yes', please give us the name and address of that person:

.....  
 .....  
 .....

- ▶ have you contacted us about this matter before?  
 yes  no

If you answered 'yes', who did you contact and when?

.....  
 .....  
 .....

- ▶ are you still unhappy with the decision?  
 yes  no

If you answered 'yes', please explain why?

.....  
 .....  
 .....

continue on a separate sheet if necessary

## 6 your signature

- ▶ signature: .....
- ▶ date: .....

## 7 reply details

- ▶ once you have completed this form then please detach the form and send your reply back to your local Incommunities office.
- ▶ if you prefer you can contact your local office in confidence by telephone or email (contact details are listed overleaf)

If you would like this information in any other format including large print, audio CD/tape, Braille or translated into another language please telephone 01274 254321

Pokud chcete tyto informace v jakémkoli jiném formátu včetně zvětšeného tisku, audio CD/kazety, Braillova písma nebo překladu do jiného jazyka, volejte prosím na telefonní číslo 01274 254321

Ak chcete tieto informácie v inom formáte vrátane zväčšeného písma, zvukového CD/kazety, slepeckého písma alebo v preklade do iného jazyka, zavolajte na tel. číslo 01274 254321

Jeżeli potrzebują Państwo tą informację w innym formacie np. wydruk dużą czcionką, na płycie audio CD/kasecie, w języku Braille'a lub w tłumaczeniu prosimy o kontakt telefoniczny pod numerem 01274 254321

## our office contact details

**Incommunities - aire-wharfe** tel: 0845 166 0100  
 6-14 Devonshire Street,  
 Keighley BD21 2DG  
 aw.enquiries@incommunities.co.uk

**Incommunities - east** tel: 01274 257200  
 Dudley Hill Business Centre,  
 Knowles Lane, Bradford BD4 9SW  
 east.enquiries@incommunities.co.uk

**Incommunities - north** tel: 01274 254400  
 Ravenscliffe Avenue,  
 Bradford BD10 0JJ  
 north.enquiries@incommunities.co.uk

**Incommunities - shipley** tel: 01274 257300  
 Old School, Wrose Brow Rd,  
 Shipley BD18 2NT  
 shipley.enquiries@incommunities.co.uk

**Incommunities - south** tel: 01274 254900  
 Park View Mills, Wibsey Park Avenue,  
 Bradford BD6 3QA  
 south.enquiries@incommunities.co.uk

**Incommunities - west city** tel: 01274 254700  
 City House, Cheapside, Bradford BD1 4HR  
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[www.incommunities.co.uk](http://www.incommunities.co.uk)



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# compliments, comments & complaints



