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**Complaint Form**

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| **1.** | **Date of complaint** |  |
| **2.** | **Name of person making the complaint** |  |
| **3.** | **Name of person on whose behalf complaint is being made (if applicable)**  |  |
| **3.** | **Contact details** |  |
| **4.** | **Details of the complaint** |  |
| **5.** | **Desired outcome –** Suggest the steps that should be taken to avoid a repeat of the problem |  |
| **6.** | **Bromley Well staff member dealing with the complaint – including contact details** |   |

Please return to CEO, Bromley Third Sector Enterprise, Community House, South Street, Bromley BR1 1RH admin@btse.org.uk 0208 315 2573 / 07593 562455