**Comments and Complaints Form**

At Transitional Plus Care (TPC) we want everyone to enjoy their time with us and we want everyone to be involved in what we plan and do. It is very important that we listen to our young people when delivering our service. This form is to help young people express their views on TPC and the work we do. If you have something to say, we want to hear it! You can use this form to make a complaint or comment or you can use it to pay us a compliment.

If you tell someone you are not happy and want something changed, this is a COMPLAINT.

If you say how things could improve, this is a COMMENT.

If you tell someone you are happy and things are good, this is a COMPLIMENT.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Your Name** |  | | **Date** | |  |
| **Young Person** |  | | | | |
| **Your Address Details** |  | **Tel No** | |  | |
| **Your Email Address** |  | | | | |

**Someone is completing this form on my behalf:** **Yes No**

**Name of the person completing the form:­**

|  |
| --- |
| **What would you like to tell us?** |
| **What would you like to happen?** |

Return to: [admin@transpluscare.co.uk](mailto:admin@transpluscare.co.uk)

Post to: TPC, QD Business Centre, Suite 302, 67-83 Norfolk Street, Liverpool, L1 0BGW: [www.transpluscare.com](http://www.transpluscare.com), T: 0151 708 7037