



Comments & Complaints Form

The booklet “Your Guide to SEELB Services” tells you about the services we currently provide. You can obtain a copy from the address below or from any SEELB Public Library together with our Service Improvement leaflet “Helping Us to Get it Right”.

You can use this form to provide us with:

- comments on the quality of our service or suggestions as to how we could improve it;
- details of any complaint which you might have if you think we have not lived up to your expectations.

We Value Your Views

Chief Executive
Corporate Information Services
South Eastern Education and Library Board, Grahamsbridge Road,
Dundonald, Belfast BT16 2HS. Tel: 028 9056 6200

Comments and Complaints Form

We would be grateful for your comments or helpful suggestions on:-

- the way in which services are delivered
- where and when our services are provided

We would also be anxious to learn from you if we have:-

- failed to do something
- done something wrong
- acted unfairly or discourteously

Your Name _____

Your Address _____

Post Code: _____

Telephone No (Daytime) _____

Comments or Complaint Details

Signature:

Date:

NB If necessary you may use Page 4 for additional information

FOR OFFICIAL USE ONLY	
Noted in register by:	Date:
Copied for action to:	Date

For additional information

Your comments on any aspect of our services are valued and will receive careful consideration.

When completed this form should be returned to the address shown on page 1.