|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **SHARP -Complaint Form**

|  |
| --- |
| There are lots of ways you can make a complaint if you are not happy with your services. You can: * Tell any member of **SHARP’s** staff that you are not happy or that you have a complaint
* Call 0121 663 1442 and say are not happy or that you have a complaint
* Email whitrod@sharpuk.org and tell them that you have a complaint or send them this form
* Send a letter or this form to **The GABLES, 109 St Paul’s Road, Smethwick, West Midlands B66 1EY**
 |

|  |  |
| --- | --- |
| **Name**  |   |
| **Address**  |   |
| **Telephone**  |   |
| **Email**  |   |

|  |
| --- |
| **What has happened?**  |

 |
|

|  |
| --- |
| **Has someone resolved the problem?**  |
|   |

|  |
| --- |
| **Do you want SHARP to investigate your complaint further?**  |
|  |

|  |
| --- |
| **What do you hope will happen after your complaint?**  |
|   |

|  |  |
| --- | --- |
| **Administration**  |  |
| Logged  | Date:  |  |
| Investigation needed  | Yes  | No  |
| Acknowledgement letter sent  | Date:  |  |
| Response deadline  | Date:  |  |
| Response letter sent  | Date:  |  |

 |