



Bournemouth Council for Voluntary Service

Registered Charity No: 1081381 - Company Reg'd in England & Wales No: 4024662

Boscombe Link, 3-5 Palmerston Road, Bournemouth BH1 4HN.
Tel & Fax: 01202 466130
email: contactus@bournemouthcvs.org.uk

COMPLAINTS FORM

NAME AND ADDRESS OF COMPLAINANT

Name.....

Address.....

.....

.....

Tel No:

For office use only

Complaint No.....

Date Received.....

By Whom.....

Passed to.....

Date.....

Details of Complaint:

(continue on a separate sheet if necessary)

Signed:

Date:

When completed, this form should be sent to the Chief Executive at the address above.
Alternatively, send to the email above marked for the attention of the Chief Executive.

BCVS/Policy & Good Practice/Policies/Complaints Form

Form agreed: January 2004