

Complaint Form



Futures In Mind is committed to ensuring that all of our clients, donors, supporters and stakeholders receive the best possible service. We welcome feedback when people experience problems and treat feedback as an opportunity to help us to improve our service delivery. We endeavour to handle all complaints fairly and work towards solving complaints in a courteous and timely manner.

How to Make a Complaint

You may refer your complaint to a member of staff who will be happy to assist you. Alternatively, you can use the form below to describe the nature of your complaint and email the completed form to: admin@futuresinmind.ie - You may also post your completed complaint form to: Futures In Mind, Pugin Ct, St Michael's Rd, Gorey, Co. Wexford, Y25 X4A6.

Details of Complaint

Name of Complainant:	
Address:	
Telephone Number:	
Email:	
Date of Complaint:	

Please describe in detail the nature of your complaint:

Please describe what actions can be taken to effectively deal with this complaint:

FOR OFFICE USE ONLY :

Complaint Tracker Reference Code:

Name of staff member taking complaint:

Name of person/s investigating complaint:

Results of investigation:

Action(s) taken:

Date complainant contacted with the results of the investigation and action(s) taken:

NOTES: