

Port Macquarie Museum - CUSTOMER FEEDBACK FORM

Please use this form to give us your suggestions, feedback or complaints. They are important to us.

1. This feedback is a Suggestion Compliment Complaint Information

2. When did you visit or engage with us? Date: _____

3. Please write details of your feedback here (attach additional pages if necessary):

4. Please provide your contact details if you would like us to respond to you:

Name: _____

Address: _____

City/Town: _____ Postcode: _____

Daytime Phone Number: _____

Email Address: _____

Your feedback is important to us

Suggestions and compliments help us to know what we are doing right and where we can improve.

Complaints are equally important and we would like to know about anything that concerns you. We prefer to address them as soon as we can, if possible. If we can't do that we will respond to you within 14 days.

Information is always welcome and helps us to improve our exhibitions, interpretation and records.

To send your feedback, you can complete this form and hand it to a staff member, or

Mail it to: Port Macquarie Museum, PO Box 82, Port Macquarie, NSW 2444, or

Email it to: portmuseum@gmail.com

Confidentiality

Any information we gather through this feedback process is used for service improvement and will not be used for any other purpose.

Office Use Only: Date received: _____