

Please post this in the internal mail or hand
in to any main University reception.

Sheffield Hallam University
Facilities Directorate
20 Furnival Street
City Campus

**Sheffield
Hallam
University**

Compliments, comments
or complaints.

How did we do?

Please give us your feedback.



The Facilities Directorate aims to offer the best possible service and facilities to meet the diverse needs of our customers.

Your opinions are very important to us, and they help us to improve our services. Whether it's about accommodation, catering, events, portering, security, printing, sport or timetabling, we welcome your thoughts.

What happens next?

We will record your comments, forward any compliments to relevant members of staff, answer your queries and investigate any complaints.

If you are happy for us to contact you back, we will keep you updated with our progress where appropriate.

Tell us what you think

Name	
Are you	staff <input type="checkbox"/> student <input type="checkbox"/> visitor <input type="checkbox"/>
Contact number	
Email	
Location of experience	
Date	Time
Comments	
Please tick the box if you would like us to contact you <input type="checkbox"/>	
How would you rate our customer service?	
Excellent <input type="checkbox"/> Good <input type="checkbox"/> Reasonable <input type="checkbox"/> Poor <input type="checkbox"/> Very poor <input type="checkbox"/>	

Write your comments in this card and either return it to the main reception or use the internal postal system.

Alternatively you can

phone 0114 225 4444 or email fdcustomerfeedback@shu.ac.uk