



Customer Comment Form

We appreciate your comments or suggestions:

Today's Date:

If you would like a response, please leave us your contact information:

Name

Phone Number

Email

29364

Library Card #

Tracking Template (for internal use only)

Referred to: _____

Date of Response: _____

Method of Response: In person Phone Email Letter

Response: _____

Was this satisfactory to the customer: _____

Follow-up (if applicable): _____

*All comment sheets are to be kept in a binder filed in the office of the
Manager, Customer and Circulation Services.*