**Client feedback form for use with Annual Reviews**

Following our review, could you please give us some feedback?

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| **Was our meeting set-up process easy to understand and simple to follow?** |  |
| **Were the documents you got from us before the meeting easy to understand?** |  |
| **At the meeting did we explain everything clearly to you, in a way that made it easy to understand?** |  |
| **Did you leave the meeting with a clear understand of what you needed to do (your actions)?** |  |
| **You have now got your post-meeting feedback (this form came with it). Was everything in the feedback clear and understandable?** |  |
| **Did the post-meeting pack get to you in good time?** |  |
| **Generally, over the last 12 months, has our communication with you been timely, clear, and understandable?** |  |
| **Did we react to your requests / questions (if you made any) in good time?** |  |
| **Is there anything we could do better?** |  |
|  |  |
|  |  |

Please complete this form and return it in the reply-paid envelope provided

Yours Sincerely