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| **Example Comment Card** |
| **We at ABC Company care about what you think of the products and services we provide. We value your feedback and would appreciate you taking a few moments and filling out this comment card and either dropping it in the available box or dropping in the mail to us.** |
| **Date:** |  |  |  |  |  |
| **Type of (product/service) Received:** |  |  |  |  |  |
|  | Poor |  | Good |  | Excellent |
| **How would you rate the quality of the (food, service, etc)** | • | • | • | • | • |
| **Comments:** |  |  |  |  |  |
| **Please rate your overall experience.** | • | • | • | • | • |
| **Comments:** |  |  |  |  |  |
| **Please rate the friendliness of the staff.** | • | • | • | • | • |
| **Comments:** |  |  |  |  |  |
| **Please rate the cleanliness of the facility.** | • | • | • | • | • |
| **Comments:** |  |  |  |  |  |
| **How likely are you to refer a friend to us?** | • | • | • | • | • |
| **Comments:** |  |  |  |  |  |
| **Please share your thoughts on what we can do to improve your experience** |  |  |  |  |  |
| **Comments:** |  |  |  |  |  |
| **If you would like someone to personally contact you please provide the following information.****Name:****Address:****Email:****Phone Number:** |  |  |  |
| **Contact preference: • phone • email** |  |  |  |  |  |
| **Thank you for taking the time to complete this. If you have other comments or questions please feel free to call us at 222-333-6699.**  |  |