**Contact / Feedback form**

**YOUR DETAILS**

Form of address [Ms., Mrs., Mr. (or blank)]

First Name\* [\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_] Family Name\* [\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_]

Street Address or Postbox\* [\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_]

Additional address text [\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_]

Postcode\* [\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_] City / Town\* [\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_]

Country\* [\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_]

Landline [\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_]

Mobile [\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_]

Email\* [\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_] Re-enter email\* [\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_] (can we build in an email verification on submission?)

THIS SUBMISSION IS CONCERNING

Company Name\* [\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_]

Company Representative person(s) [\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_]

Company Street Address or Postbox [\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_]

Additional address text [\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_]

Company Postcode\* [\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_] Company City / Tow\*n [\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_]

Company Country\* [\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_]

Company Landline [\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_]

Company Mobile [\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_]

Company email\* [\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_]

PLEASE DESCRIBE THE ISSUE\*

[\_\_\_\_\_\_\_Maybe 1 page of free text \_\_\_\_\_\_\_\_\_\_\_]

Do you have supportive documentation to send us? [\_yes / No ] (you will be sent a separate link)

SUBMIT

On submit

* Can we send a message to the persons email address to validate it
* Can we save the input in an excel file – with a unique id number
* Save the IP address from where the submission was made
* Check if the IP is from a VPN?

FORM FOR REQUESTING DOCUMENTS (input from us)

ID Number [\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_]

Destination email address [\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_]

SEND

**Message person receives from a noreply@email**

Thank you for your previous submission.

With this form you can upload any documents in doc, pdf or jpg formats (max size is...per document)

Document 1: Brief Description [\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_] Upload 1 [\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_] FIND

Document 2: Brief Description [\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_] Upload 2 [\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_] FIND

Document 3: Brief Description [\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_] Upload 3 [\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_] FIND

Any other comments? [\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_] (free text field)

SUBMIT

On submit

* To what size should we limit the documents?
* Is it wise to check incoming attachments for virus
* Identify submission via previous unique id (we could send submission to our email if that’s easier?) but we do not want our email address to be visible anywhere
* Save the IP address from where the submission was made
* Check if the IP is from a VPN?