

**MCTV Limited**

# Employee Suggestion Form

## HOW TO MAKE YOUR SUGGESTION

- Each suggestion should state a specific problem, define or describe its cause and propose definite solution. It should also include the benefits to the Company, the cost to implement versus the savings and when the savings will be realized.
- Discussion of your suggestion with your Supervisor is encouraged.
- Use additional sheets for drawings, pictures, and/or cost analysis.
- If more than one person is responsible for the suggestion, each must sign this form.

**NAME:**

**EMPLOYEE NUMBER:**

**EMAIL:**

**DEPARTMENT:**

**Do you wish to remain anonymous?**      ☐ Yes      ☐ No

**I believe this suggestion will: (check all that apply)**

☐ Improve Productivity/Quality

☐ Improve Methods/Procedures

☐ Increase Revenue

☐ Save Costs

☐ Improve Customer Service

☐ Other: \_\_\_\_\_

**Description of Problem:**

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**EMPLOYEE SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_/\_\_\_\_/\_\_\_\_

**Description of Proposed Solution:**

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**Detail of Cost/Benefits:**

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