

Appendices

Appendix A – Amendment of Details Form

Please amend your records. Here are my correct details _____

Please add this person to your mailing list _____

Please send this person further information _____

Name: _____ Job _____ Title: _____

Company Name & Address:

Telephone: _____ Email: _____

Fax: _____ Web: _____

There are three easy ways to correct the details: -

By post to – Irish Sports Council, Top Floor, Block A, West End Office Park, Blanchardstown, Dublin 15

By Email to – reception@irishsportsCouncil.ie

By fax to – 01 8608880

Appendix B – Online Feedback Options

Option 1:

We welcome and value your views on our site
Please complete the following questionnaire
The information you provide will help to improve its design and content

Name: _____

Address: _____

Email Address: _____

How did you find our site? Please tick

Chance visit	_____	On recommendation	_____
Link from another site	_____	Deliberate search	_____

How frequently do you visit the site? Please tick

This is my first visit	_____	Quarterly	_____
Daily	_____	Infrequently	_____
Monthly	_____		

Does the site satisfy your requirements? Please tick

Yes: _____ No: _____

If _____ no, _____ please _____ give _____ a _____ reason:

How do you categorise yourself? Please tick

Student	_____	Researcher	_____
Academic	_____	Manager	_____
Journalist	_____	Other	_____
Athlete	_____		

How do you rate this site? Please tick

	Excellent	Good	Fair	Poor
Structure:	_____	_____	_____	_____
Content:	_____	_____	_____	_____
Menus:	_____	_____	_____	_____
Search facility:	_____	_____	_____	_____
Contact points:	_____	_____	_____	_____

Please give any other comments or suggestions:

Submit

Reset

Option 2:

The ISC is continually trying to improve the service we provide
We would greatly appreciate it if you took some time to give us your views

Yes, I would like to give my views

No, thank you

I have already given my views

Appendix C - Customer Comment Card

In order to provide our clients with a high quality service, we would appreciate your comments
Your feedback is important to us as it provides us with advice on what should be improved in order to meet
your needs as our client

Please take some time to complete this card

Name: _____

Address:

Telephone: _____

Please make your suggestions below:

