

# Customer Feedback Form



## The Inside Scoop

Fundae Sundaes is such an exciting and cool place to hang out and enjoy some ice cream. From sampling new flavors to chillin' with family and friends, the whole experience of being there is enjoyable.

Tim and Tara want to know if their customers agree with this. They have created a customer feedback form to find out what their customers are thinking. As an incentive to participate, Fundae Sundaes offers them a chance to win a free Fundae Sundaes' T-shirt. The form is brief and to the point, which further helps to encourage patrons to participate.

In this project, you will create the feedback form which will be placed on all tables and the front counter.

### Skills

- Creating a feedback form
- Using custom bullets



# Customer Feedback Form



Use word processing software to create and format a customer feedback form.



## Directions

1. Follow the Setup instructions above.
2. Insert the Fundae Sundaes logo.
3. Key the text as shown in Document Data 7.
4. Be sure to follow the extra line spacing as indicated by the paragraph symbol.

## Setup

### Start Up:

Using word processing software, create a NEW document.

### Save the File as:

Project 7

### Orientation:

Portrait

### Margins:

Top 1", Bottom 1", Left 1", Right 1"

### Line Spacing:

Single, no additional spacing before and after paragraphs

### Font, Size:

Calibri, 12 point  
(unless otherwise noted)



## Formatting

1. Center align the Fundae Sundaes logo and resize it so it fits proportionately on the page. **Note:** The logo should be no larger than 1.5" high by 2.5" wide.
2. Change the title to 16 pt., center aligned, all caps.
3. Insert custom bullets to the left of all of the responses.  
**Note:** Use a check box if available. ☐
4. Position the cursor to the right of the colon after the words Customer Name and insert a 1 pt. line that measures 3" wide.
5. Position the cursor to the right of the colon after the words Email Address and insert a 1 pt. line that measures 3" wide.
6. Carefully proofread your work for accuracy and format.
7. Resave the file.
8. Print a copy of the document if required by your instructor.

Document Data 7



Customer Feedback Form \_\_\_\_\_ Title

Please tell us about your visit by placing a check mark in the box next to your answer. Your ballot will be placed in our drawing for a free Fundae Sundaes T-shirt. The winner will be drawn on the last day of each month.

¶

Is this your first visit to Fundae Sundaes?

Yes

No

¶

How was our customer service?

Outstanding

Good

Average

Below Average

¶

How would you rate the quality of our ice cream?

Outstanding

Good

Average

Below Average

¶

How long did you wait in line?

No wait time at all

Just a few minutes, didn't even notice

More than 10 minutes

¶

How would you rate the cleanliness at Fundae Sundaes?

Very clean

Somewhat clean

Not clean at all

¶

Customer Name:

¶

Email Address: