

University of Cincinnati  
Central Receiving Department

**Tell Us How We're Doing**

Your help would be appreciated in identifying and providing our center with some feedback on how we are doing. For each question below, please rate our performance on the following scale.

Thank you,

1	2	3	4	5
Poor	Needs Improvement	Satisfactory	Good	Excellent

How do you rate the dependability of our service?

1                      2                      3                      4                      5

Are your materials handled and delivered in a timely manner?

1                      2                      3                      4                      5

When calling our center, are your questions answered satisfactorily?

1                      2                      3                      4                      5

How would you rate the courtesy of our delivery personnel?

1                      2                      3                      4                      5

How would you rate the courtesy of our staff handling your telephone calls?

1                      2                      3                      4                      5

Additional comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Department

\_\_\_\_\_  
Phone

PLEASE RETURN THIS FORM TO: David Breen  
Interim Director, Central Receiving  
Mail Location #0192