Name: ………………………………………. Job Title:………………………………

E/mail and/or Contact No:…………………………………………………………….

Department: …………………………………………………………………………....

\*\*\*Please note your identity will remain anonymous/confidential for this process but for exception of Suggestion Scheme Manager (Margaret Campbell: m.m.campbell@ljmu.ac.uk or tel: 231 5512). If your suggestion is successful and you wish to be named this will be revealed at the end of suggestion evaluation/reward process\*\*\*

\*\*\*You may place your suggestion in one of our locked boxes situated nearby to all manned reception desks or email to EstateManagementSuggestion@ljmu.ac.uk

My suggestion for Estate Management Service is:

 (*Please attach continuation sheet if necessary)*

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

* Improve Productivity/Quality of Service
* Improve Methods / Proceduress
* Improve Customer Service
* Increase Revenue
* Save Costs
* Other ………………………………………………………………………

**Explain briefly how your idea will benefit LJMU:**

Employee Signature: Date: / /