

# Enquiry Form



## *Enquiry details*

Library		Date	
Format (phone, visit etc.)			

## *Enquirer contact details*

Name			
Address			
Email		Telephone	

## *Enquiry response (list sources used)*

Answer (List sources used)			
Customer comments			
Taken by (staff name)			
Passed to		Date	
Date completed			
Time taken (minutes)			