

# Corporate Office Guest Feedback Form

Thank you for visiting our corporate headquarters. Please take a moment to fill out this feedback form to help us improve our guest experience. Once completed, please leave this form at the reception desk.

## 1. General Information

Visitor Name:

Company / Organization:

Date of Visit:

Host Employee Name:

Arrival Time:

## 2. Visit Experience

Please rate the following aspects of your visit by writing Excellent, Good, Fair, or Poor in the space provided:

Ease of finding the office / parking:

Reception desk greeting and check-in process:

Cleanliness and comfort of the lobby/waiting area:

Quality of meeting facilities and technology:

Overall professionalism of staff:

## 3. Additional Feedback

What was the primary purpose of your visit today?

Please share any specific comments or suggestions for improvement:

## 4. Contact Information (Optional)

If you would like us to follow up with you regarding your feedback, please provide your contact details:

Email Address:

Phone Number: