Suggestion Form

A suggestion is an idea that will benefit the organization by solving a problem, reducing costs, improving operations or procedures, enhancing customer service, eliminating waste or spoilage, or making the organization a better or safer place to work. Statements of problems without accompanying solutions, or recommendations concerning co-workers and management are not appropriate suggestions. If you have questions or need advice about your idea, contact your supervisor for help. (Attach additional sheets if necessary.)

Employee name: _____ Position: _____

Department: _____ Date submitted: _____

Description of the problem or condition to be improved:

Explanation of the proposed solution or improvement:

Reasons why it should be implemented:

Employee's signature: _____ Date: _____

For administrative use: Date received: _____ Date of reply: _____