INSTRUCTIONS:

1. Set line spacing to single with no space after paragraphs
2. Set all margins to .5”
3. Insert Hub Logo in top left hand corner
4. Make first line 14 pt, Bold
5. Bold each questions but no the answers
6. Using the columns feature you will need to select only the questions and answers and format into 2 columns
7. Select only the answer choices and apply a custom square bullet
8. Insert a header with your name, assignment name, and date
9. Proofread your work and make sure it fits on one page
10. Delete all the instructions
11. Save As Customer Survey
12. Print and turn in a copy

We need your feedback!

The Hub is always looking to improve services for its customers. We value your opinion. Please take a few moments to fill out this survey by placing a checkmark in the box next to your answer.

How often to you come to The Hub?

Once a week

Twice a week

More than 8 times a month

This is my first time

When do you usually come to The Hub?

Weekdays

Weekends

This is my first time

Do you think The Hub is clean and tidy?

Yes

No

How did you hear about The Hub?

Radio

Website

Mailing

Other

What do you usually do at The Hub?

Dance to the music in The Hip Hub

Hang with friends in The Hub Central

Play video games in The Hub Cap

Watch movies in The Reel Hub

Surf the Internet in The iHub

Eat at The Sub Hub

How would you rate the front door staff?

Friendly

Average

Poor

Changes each visit

How long did it take you to wait in line today?

Less than 5 minutes

5 to 20 minutes

Over 20 minutes

Do you think the DJ music is current?

Yes

No

How would you rate The Sub Hub food?

Fantastic

Great

Okay

Not good at all

How old are you?

14

15

16

17

18

Additional Comments:

Thank you for your feedback. Please provide an email address and you’ll receive our e-newsletter which includes a list of upcoming events and savings coupons.

Email address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_