

T&R STAR
Recognition Nomination Form

05-034a

Date _____

I am happy to recognize _____, who works in _____,
(Name of Associate) *(Section or team)*
for providing outstanding customer service in the following way:

_____ Handling a difficult situation.

_____ Solving an unusual problem.

_____ Doing something special for a fellow employee or citizen.

_____ Taking on an additional responsibility.

_____ Receiving a letter or commendation from _____ (copy attached).
(Name of person)

_____ Increasing Productivity.

_____ Other (please be specific).

Please describe how the individual / work unit provided the outstanding service noted above:

(Use additional paper if necessary)

(your signature)

(please print your name)

(your section or team)

Thank you for filling out this form completely. You may give this form to any Titles and Registrations/Dealer Licensing supervisor or manager. If sending it by mail, address to:

Manager
Titles and Registrations Bureau
915 SW Harrison St Room 155
Topeka, KS 66626

You may also recognize an associate by speaking in person to any supervisor or manager, or by phone at (785) 296-3621