## Customer Complaints Form

Please use this form to report your complaint. We would like to hear your complaint so that we can try and resolve any issues and improve our services for the benefit of all customers.

Address		
Daytime phone number		
Email address		
What is your complaint about? Please give us as much detail as possible so we (continue overleaf if necessary).	can fully investigate	the issue
Have you complained about this before?	Yes □	No 🗆
Have you complained about this before?  If yes, approximately when?	Yes 🗆	No 🗆
	Yes 🗆	No 🗆
If yes, approximately when?  How can we resolve your complaint?		
If yes, approximately when?  How can we resolve your complaint?		
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If yes, approximately when?  How can we resolve your complaint?		

(continue here if necessary).		

If you have any questions about the complaint process please contact the Customer Services Co-ordinator on 01271 313361







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