

## **Complaints Handling Procedure**



### **IF YOU NEED TO MAKE A COMPLAINT**

The principle assigned to deal with complaints is:

Mike Reeve  
Retail Sales Manager  
A&B Glass Company Limited  
Addison Road  
Chilton Industrial Estate  
CO10 2YW

01787 880099  
www.abglass.co.uk  
Company Registration No: 01543721

### **Step-by-step complaints procedure**

If you're not completely happy with our service we'd like to hear about it so we can do something to put it right.

We do everything we can to make sure our customers get the best products and service possible. However, sometime we may not get things right the first time.

When that happens, we want you to tell us what went wrong so we can put matters right.

We want to:

- Make it easy for you to tell us what went wrong;
- Give your complaint the attention it deserves;
- Resolve your complaint fairly without delay; and
- Make sure you are satisfied with how your complaint was resolved.

### **How and where to complain**

If you are not satisfied with any aspect of our service or products you can tell us about your complaint in the following ways:

**In person** – call into our office at the address shown. We are open Monday to Friday from 8.30 am – 5.00pm.

**In writing** – write to us and address your letter to Mike Reeve, Retail Sales Manager.

**By telephone** – call us on 01787 880099 during our office hours and ask for Mike Reeve, the Retail Sales Manager.

**By email** – mike.reeve@abglass.co.uk

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### **How long will it take?**

We aim to resolve your complaint straightaway but if we can't, then we will write to you within three business days to tell you:

- Why we have not resolved your complaint;
- Who is dealing with your complaint; and
- When we will contact you again.

We will aim to resolve your complaint quickly but it may take longer if it is complex.

We will keep you informed on a regular basis but if you need an update please call us on 01787 880099 and ask to speak to the person handling your complaint.

### **If we cannot reach agreement with you?**

If we can't agree a solution with you within eight weeks, we will:

- Send a letter giving our reasons for the delay and an indication of when we expect to provide a final decision.

OR

- Issue our final decision letter which will explain our final position.

If you are not satisfied with any aspect of our service or products, please tell us about your complaint.

Telephone: 01787 880099

Email: [mike.reeve@abglass.co.uk](mailto:mike.reeve@abglass.co.uk)

Mike Reeve – Retail Sales Manager