

# PLANTEC COMPLAINT PROCEDURE

*If you're not happy, we're not happy.*

## LET US KNOW

We pride ourselves on providing first class service to all of our customers. However, if you're not completely happy about something, we'd like to hear about it straight away. We can then try to put it right for you and improve our service for other customers.

We take complaints seriously and we value all customer feedback. If you want to make a complaint – whatever it's about – we'll give it our full attention and we'll make sure it's dealt with by someone with the right knowledge and experience.

## WHAT TO DO

If you're not happy with any aspect of our service, you can choose how you tell us about it. Whichever way you contact us, we'll start investigating straight away.

## YOU CAN CONTACT US



### By email:

complaints@plantecassist.co.uk



### In writing:

**You can write to us at the address below.**

Customer Experience Manager

Plantec Assist

Unit 21, The Shakespeare Centre

Shakespeare Street, Southport, PR8 5AB



### By telephone:

0333 323 1500

## WHAT WE'LL NEED TO KNOW

So that we can get to the bottom of your complaint straight away we need as much information as possible. To help us do this, please try to include the following information when you contact us.

Your contact details, including any daytime phone numbers.

- Your reference and registration
- What your complaint is about
- Any names or dates you've noted if you've already spoken to someone about this problem
- Any losses you've suffered
- What you'd like us to do to put things right

## WHAT WE'LL DO NEXT

We'll do our best to resolve your complaint straight away. If we can't, we'll keep you updated step-by-step.

### step one

Upon receipt of your complaint you will receive an acknowledgment your complaint has been received by telephone on the same business day the complaint was received and by letter within two business days. You will be assigned your own complaint handler who will introduce themselves to you.

### step two

We will commence our investigation straight away ensuring we keep you updated at each stage.

### step three

We aim to resolve your complaint within thirty days. If for some reason we can't resolve it within this time, we'll keep you regularly updated on our progress until our investigations have concluded.

### step four

Once we have concluded our investigations into your complaint you will receive confirmation that our enquiries are complete and we will share our findings with you.

## IF YOU REMAIN UNHAPPY

In some cases you may reserve the right to have your complaint heard by the National Conciliation Service, if you remain dissatisfied with our conclusion to your complaint. Should you wish to escalate your complaint to the National Conciliation Service, you can contact them using the below details:

**The National Conciliation Service**  
PO Box 6562, Rugby, CV21 9QP

**Web address:** [nationalconciliationservice.co.uk/file-a-complaint](http://nationalconciliationservice.co.uk/file-a-complaint)  
**E-mail:** [contact@nationalconciliationservice.co.uk](mailto:contact@nationalconciliationservice.co.uk)  
**Phone:** 01788 538 318