

NOTIFICATION OF COMPLAINTS FORM

Your details (person making the complaint):

Title	
Surname	
First name(s)	
Address	
Telephone - home	
Telephone - business	
Telephone - mobile	
Email	

PRISM member details:

Name	
Address	
Company / organisation	
Company's address	
PRISM member contact (if known)	
Relationship to PRISM member (e.g. client, employee)	

Summary of the complaint

Please provide a clear and concise note of your complaint; indicate pertinent dates and list & attach relevant supporting documentation)

Status of the complaint

Please indicate whether you have taken up your complaint with the PRISM member and whether you have attempted to resolve the issue through their internal complaints procedures. If so what was the outcome?

Legal proceedings

Please advise whether you are aware that any proceedings or other related complaints are intended, or have already commenced by you or anyone else:

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Consent

I understand and agree that a copy of this form, enclosures and all communications and documents I submit may be disclosed to the other party to the complaint.

Signed	
Date	

When you have completed this form, please send via:

Post, marked 'Private & Confidential' to:

PRISM
8 The Manor
Shinfield
Berks
RG2 9DP

Email:

info@prism.contractors