

## Complaints form

### Your details

Forename(s)	
Surname	
Position (if relevant)	
Business name (if relevant)	
Address	
Post code	
Daytime tel. no.	
Email address	

### Details of your complaint

Complaint summary (please summarise your complaint precisely, including dates and any names of employees spoken to)
Have you already asked someone to resolve your complaint? If so who, and what were you told?
What action would you like us to take?

*Please enclose copies of any documentation supporting your complaint (e.g. letters, terms and conditions, etc.)*

### Signature of complainant

Complainant name:

Signature:

Date:

Please return this form to the following address:

Alex Hilton-Baird  
Hilton-Baird Collection Services Ltd  
3<sup>rd</sup> Floor, Charlotte Place  
Southampton, Hampshire  
SO14 0TB

*An acknowledgement of receipt of your complaint will be sent in due course.*