

## Angel IT Complaints Procedure

The logo for Angel IT Systems Limited, featuring the word "Angel" in a serif font on a yellow background with a wavy top edge.

Angel

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Nottingham NG4 2HF

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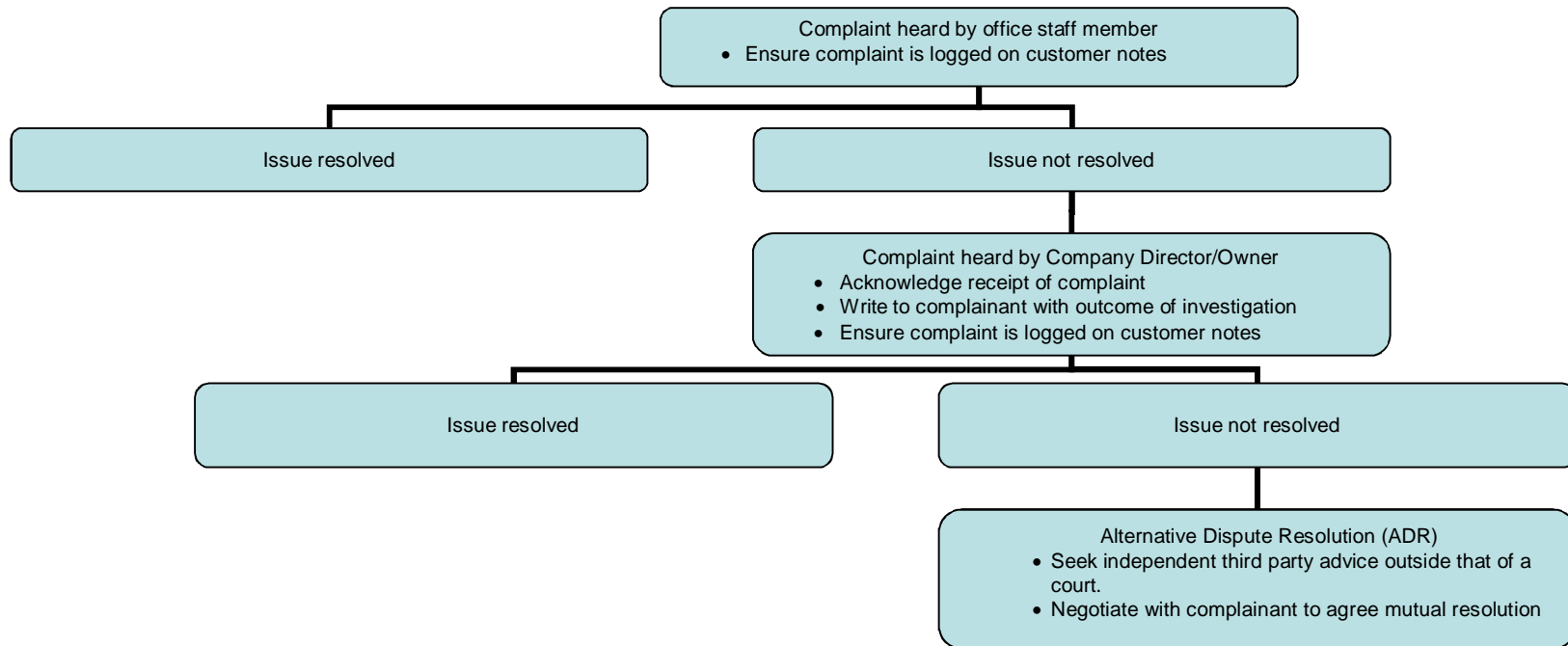
# Angel IT Systems Ltd Complaints Procedure

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## Flowchart

### Summary of Dealing with Complaints



# Angel IT Complaints Procedure

## Complaint form

The logo for Angel, featuring the word "Angel" in a serif font on a yellow background with a wavy top edge.

Please complete and return to Charlie Campbell who will acknowledge receipt and explain what action will be taken.

**Your name:**

**Address:**

**Postcode:**

**Day time telephone number:**

**Evening telephone number:**

**Please give details of your complaint.**

**What action, if any, have you already taken to try and resolve your complaint.  
(Who did you speak to and what was the response)?**

## Angel IT Complaints Procedure

**What actions do you feel might resolve the problem at this stage?**

**Are you attaching any paperwork? If so, please give details.**

**Signature:**

**Date:**

**Official use**

**Date acknowledgement sent:**

**By who:**

**Complaint referred to:**

**Date:**

**Please Return to the address below**

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