



People Based Solutions

Complaints Form



You can download this form off our website (www.peoplebasedhr.co.uk) You can print a copy to complete by hand. Or you can fill it in on screen. If you wish you can print off a copy of the screen-printed form and post it to the address below or you can e-mail it to complaints@peoplebasedsolutions.co.uk

You can post either the hand written or the screen-printed copy to the following address:
Complaints, People Based Solutions Ltd., Dallam Court, Dallam Lane, Warrington, WA2 7LT

First Name		Last Name	
Company		Job Title	
address for writing to you (include postcode)			
Address Line 1			
Address Line 2			
Town			
County			
Post Code			
Phone No	Mobile No	e-mail	

A copy of this complaints form can be found at www.peoplebasedhr.co.uk/ The completed form can be e-mailed to complaints@peoplebasedsolutions.co.uk or posted to Complaints, People Based Solutions Ltd, Dallam Court, Dallam Lane, Warrington, Cheshire, WA2 7LD



People Based Solutions

If you are making this complaint on behalf of another person, please state their details below

First Name	Last Name
Company	Job Title

Please tell us what your complaint is about.

(Please continue on additional sheets if you need more space)

What would you want us to do to put things right?

(Please continue on additional sheets if you need more space)

I have read and accept the Company Complaints Policy

signature

date

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