



Complaints Registration Form

Contact Information

Please select one of the following options:

I am the complainant YES / NO

I am completing this form on behalf of the complainant YES / NO

Complainant Contact Details

Surname: * First Name:*

Address: *

Postcode: *

Telephone: *

Email: *

Type of Complaint

Does your complaint relate to:

Work undertaken/completed YES / NO

A Staff member/s YES / NO

Are you a domestic customer? YES / NO

Details of the Complaint

Engineer Name:

Contract Reference:

Additional Information

Have any remedial works been undertaken? YES / NO

When was the issue raised? DD/MM/YYYY / / /

Has a Test Certificate been provided? YES / NO

Have you registered this complaint with anyone else? YES / NO

Details of your Complaint

Please use this section to tell us about your complaint. If possible please attach any relevant information such as photographs and or any correspondence (e.g. copy of contracts, invoices, letters)

Desired outcome of your complaint

Please use this section to tell us what you would like to happen in order to resolve this complaint:

Your Declaration:

- I have read the **Complaints Procedure** and wish to register a complaint
- I am happy for the details of this complaint to be shared between Ryan Askew Electrical Services Ltd and NAPIT.
- To the best of my knowledge the details provided on this form are correct.

PRINT NAME _____

SIGNED _____

DATE _____