

Complaints Form

Please complete the form below and e-mail to contact@in2assessments.co.uk where your complaint will be dealt with quickly, efficiently and confidentially. We will aim to respond to your complaint within 20 working days of receipt of your completed form.

Name of complainant:

Date of complaint: ____/____/____

E-mail: _____

Contact details:

Address: _____

Mobile number: _____

Date of reported incident: ____/____/____

Incident location:

Complaint details:

If handwriting, please use a continuation sheet if required

Desired outcome:

If handwriting, please use a continuation sheet if required

Signature: _____

In2assessments Administrative Use (Complaints form back page)

Date Complaint received:	
Name of In2assessments representative that acknowledged the complaint:	
Date of acknowledgement:	
Complaint referred to:	
Resolution:	
Date of resolution (closure):	
Signature of In2assessments representative:	
Date:	

Email to: contact@In2assessments.co.uk or post to In2assessments, Skern Lodge, Appledore, Bideford, Devon, EX39 1NG