

## **Complaints Form**

Please make sure you have read our complaints procedure before submitting a complaint

Your Contact details	
Your Full Name	
Your email address	
Your telephone number	
Complaint Details	
Please provide a summary of what you are complaining about.	
When did this happen?	
Where did this happen?	
How has this impacted on you?	
What would you like to happen next? Please tell us what would help to put this right.	
Is there anything we can do to help you make your complaint (e.g. is there anyone in your family/friends you would like to be informed)?	

Please print out the complaints form, fill in by hand and post to:

Kiltti Ltd, c/o MJB Avanti, Office 12, Epsilon House, West Road, Ipswich, Suffolk, IP3 9FJ.