

**COMPLAINTS FORM**

**(APPENDIX 1)**

Before completing this form, you should read Training 2000’s Customer Feedback/Complaints Policy and Procedure available on our website ([www.training2000.co.uk](http://www.training2000.co.uk)) and at Reception.  
 When completed, please hand in to Reception or send to: The Business Assurance Team, Furthergate Business Park, Harwood Street, Blackburn, BB1 3BD or by email to [info@t2000.co.uk](mailto:info@t2000.co.uk)  
 If you require assistance to complete this form please ask at Reception.

**Section 1: Personal Details**

Name:  Course (if applicable):

Address:

Tel no.:  Email:

DECLARATION: I have read and understood Training 2000’s Complaints Policy and Procedure

Signature:  Date:

Have you raised this issue informally? If ‘YES’, please provide details of the outcome

Yes  No

**Section 2: Details of the complaint**

Details of complaint:  
 (what is the reason for your complaint, please give dates, locations, names of others (including staff) involved)

How would you like this complaint to be resolved?

For office use: Date complaint logged DD/MM/YYYY