

We strive to provide you with the highest level of service at all times. If this has not been the case, please detail your concerns below.

Your Details		
Title (Mr/Mrs/Ms/Miss)	First name	Surname
Child's Name		
Preferred contact phone n	umber	
Email address		
The Issue Please tell us clearly what necessary):	the problem is. Add e	extra pages and attach copies of relevant documents (if

Your Expostation		
<b>Your Expectation</b> Please indicate what you	would like to see happen to resolve	vour complaint:
		,
Signature		Date
We will provide you with	n a written acknowledgment within	1 working day. In the meantime, should yo
		ssed, please do not hesitate to contact Jacq
O'Connell on 07971 6900	578	
For Spiritus use		
Date received	Acknowledgement	Reply
	Due date	Due date
	Date sent	Date sent
,		