

COMPLAINTS POLICY

We always endeavour to provide the best service and products for our customers. However, on rare occasions, we recognise that there may be times where our customers may not be completely satisfied.

To ensure we are able to put things right as soon as we can, please read our complaints procedure below and we will respond promptly to ensure complete satisfaction.

As soon as possible after the completion of the works, please inspect the work to ensure everything has been carried out to our usual high standards.

In the unlikely event there is anything you are not completely satisfied with, please contact us as soon as you can in order that we can rectify any problems as soon as possible.

OUR PROCEDURE

Either call us on: **01570 422 007**

Or write to us at:

**J&P Windows,
Unit 5D,
Lampeter Industrial Estate,
Tregaron Road,
Lampeter,
Ceredigion,
SA48 8LT**

(please request proof of receipt if posting)

Or Email us: **sales@jandpwindows.wales**

We aim to respond within 2 days of receiving your complaint and where possible, will provide you with a date to remedy any issues raised.