



Callaways Limited / Comments / Complaints Feedback

Please give your details

... and those of your co-commentator

| | | | | |
|---|--|-------|--------|-------|
| Surname | | title | | title |
| First Name(s) | | | | |
| Occupation (if retired, previous) | | | | |
| Address for writing to you (include postcode) | | | | |
| Daytime phone | | | Mobile | |
| Home phone | | | Email | |

Nature of comment /complaint

Please include the department eg Accounts, Lettings, Property Management, Sales or name of the person/s at Callaways Estate & Letting Agents who has been dealing with this matter, if known.

| | |
|-------------------------|--|
| Name/s | |
| Department and location | |
| Phone no. | |

The service you're complaining about

please tell us the type of service

| |
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| |
|--|

... and any reference number you have – eg your account

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| |
|--|



Please tell us what your complaint is about

make sure you have ...

- ✓ included everything you want to tell us about your complaint
- ✓ enclosed a copy of any correspondence between yourself and your contact in the business
- ✓ enclosed copies of relevant documents

now please post/email to ...

Callaways Limited
B1 Yeoman Gate
Yeoman Way
WORTHING
West Sussex BN13 3QZ

t: 01903-831338

e: helen.moore@rwhilder.co.uk

w: www.callawaysestateagents.co.uk

Customer Services - Office use only

| | |
|--|--|
| Date received | |
| Response to be sent by (date) | |
| Date acknowledged | |
| Passed to (name) for action | |
| Response sent on (date) By (name) | |
| Return form to: Branch Manager (attach copy of response) | |
| Comments or further action required | |

t: 01903-831338 Worthing & Arundel
t: 01273-735237 Brighton & Hove