



QUANT&MEASUR

Chartered Quantity Surveyors



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## Customer Complaint Policy



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## CUSTOMER COMPLAINT POLICY

### Introduction

Quant and Measur always aim to provide a high standard in all our services. Our customers' views are important to us and help to ensure our services are consistently meeting client's needs. If you are unhappy with any of our services, it is important that you let us know.

### Making a suggestion

Often client's feel more comfortable about suggesting improvements rather than complaining formally. Anyone client receiving our services, and their employee's, may make a suggestion.

If the suggestion is something that Quant and Measur as a company needs to consider you can send it to:.

Quant+Measur Limited  
Knowledge Dock,  
4-6 University Way,  
London  
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### Making a complaint

We aim to handle complaints quickly, effectively and in a fair and honest way. We take all complaints seriously and use valuable information from investigating to help us improve the service we provide. We treat all complaints in confidence.

Quant and Measur assures clients and their employees that it will not withdraw or reduce services because someone makes a complaint in good faith.

### Who can complain

Anyone affected by the way Quant and Measur provides services can make a complaint.

A representative may complain for the affected person if they:

- have died
- cannot make a complaint themselves, or
- have given consent for the representative to act on their behalf

If you are not happy about making a complaint yourself and you do not know someone who can talk or write to us on your behalf, we will be happy to find someone from an independent organisation to act as an advocate for you.

### How you can make a complaint

You can complain:

- in person
- by telephone
- through a member of our staff



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- through an advocate or representative (where someone complains orally we will make a written record and provide a copy of it within 3 working days)
- by letter
- by email

### **Anonymous complaints**

We deal with anonymous complaints under the same procedure; however it is better if you can provide contact details so we can tell you the outcome of our investigation.

### **Responsibilities**

The Managing Director has overall responsibility for dealing with all complaints made about their service.

We will provide as far as is reasonably practical:

- any help you need to understand the complaints procedure; or
- advice on where you may get that help.

### **How we handle complaints**

The Managing Director or Quant and Measur may ask one of the management team to investigate the complaint. That person will have enough seniority and experience to deal with the issues raised by the complaint.

We will acknowledge a complaint within 3 working days and give you the name and contact details of the person investigating it.

We will keep you informed about the progress of the investigation. We aim to have all complaints finished within 28 working days unless we agree a different time scale with you.

When we have finished investigating, we will arrange to meet with you to discuss the outcome, and write to you with:

- details of the findings;
- any action we have taken; and
- our proposals to resolve your complaint.

### **Time Limits**

You should complain as soon as you can after the date on which the event occurred or came to your notice. If you complain more than twelve months later, we may not be able to investigate properly. But we shall also consider whether you had good reason for not making the complaint sooner and whether, despite the delay, it is still possible to investigate the complaint effectively and fairly.

### **Further steps**

At any stage during the process, if you are not happy with the way Quant and Measur is dealing with your complaint you can contact the Managing Director at:



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Telephone: (+44) (0) 203 907 6795

Once we have dealt with your complaint, if you are still not happy with the outcome you can refer your complaint to the Financial Ombudsman Service via their website at:

1. <http://www.financial-ombudsman.org.uk/consumer/complaints.htm>

**OR** by contacting them at

1. 0800 023 4567
2. The Financial Ombudsman Service  
Exchange Tower  
London  
E14 9SR

In respect of complaints of a business capacity nature you can refer your complaint to the Royal Institution of Chartered Surveyors via their website at:

1. <https://www.rics.org/uk/regulation1/complaints1/make-a-complaint/>

**OR** by contacting them at

1. +44 (0)24 7686 8555
2. [complaints@rics.org](mailto:complaints@rics.org)

Ryan Avatt  
Managing Director  
January 2018