**BPS SOLICITORS LIMITED COMPLAINTS PROCEDURE**

**Introduction**

We are committed to maintain the highest professional standards and providing a high quality legal service to all our clients. A complain can show us how to do better. If something does wrong we want to know about it and put it right as quickly as we can.

The aim of the formal complaints process is to resolve a problem to the satisfaction of the person making a complaint.

Our complaints contact is Angela Phelan who can be contacted on 01494 78224 or angela@bpssolicitors.co.uk. If you have special needs which we should take into account, due to language or disability, please let us know. We aim to deal with complaints according to the following timetable:-

**Complaints Process Timetable**

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| **ACTION** | **TIMESCALE** |
| Acknowledge the complaint in writing and send a copy of the Complaints Procedure | Within two working days |
| Invite you to a meeting or to discuss the issues by telephone | Within two working days |
| Confirm the outcome of the meeting or telephone conversation in writing | Within three working days of the meeting/telephone conversation |
| Investigate the issues | Within fourteen days of receiving the complaint |
| If a meeting/telephone discussion is not possible or required: Investigate the issues and write to you with the outcome | Within twenty-one days |
| Review and close the complaint | Within eight weeks of receiving the complaint |

If you do not agree with the outcome of our complaints process you can then complain to the Legal Ombudsman. Complaints to the Legal Ombudsman must usually be made within six months of our final response to your complaint.

The Legal Ombudsman can investigate complaints for up to six years from the date a problem occurred or within three years from when you found out about the problem.

The address is PO Box 6806, Wolverhampton, WV1-9WJ, telephone 0300 555 0333 or e-mail enquiries@legalombudsman.org.uk