

## COMPLAINT / APPEAL FORM

Please complete the following details below and email the completed form to concerned approved centre or to AdSkills Certification at [info@adskills.org.uk](mailto:info@adskills.org.uk) (where required)

Complainant/ Appellant Name		Date	
Address	Postcode:		
Telephone No.			
Email			

Nature of Complaint / Appeal			
Details of the complaint / appeal	(Please write full details of the complaint below, use additional sheet(s) if required)		
<b>AC / CB use only:</b>			
Complaint received on		Reviewed on	
		Reviewed by	
Actions by AC / CB:			
Reply to Complainant/ appellant			Complaint closed on
Additional sheets attached to this form	YES	NO	If yes, Number of additional sheets attached