

**Freeport Records**  
**324 Beaux Arts Building, 10-18 Manor Gardens**  
**London N7 6JW**

[www.freeportrecords.com](http://www.freeportrecords.com)

## **Complaints procedure**

Freeport Records aims to provide high quality services which meet your needs. We believe we achieve this most of the time: if we are getting it right please let us know.

In order to ensure our services remain at a high and improving standard, we have a procedure through which you can let us know of for any reason you are not satisfied with your dealings with the organisation.

If you are not happy with Freeport Records please tell us:

- If you are unhappy about any Freeport Records service, please speak to the relevant staff member, manager or Coordinator.
- If you are unhappy with an individual in Freeport Records sometimes it is best to tell him or her directly. If you feel this is difficult or inappropriate then speak to the staff member's manager or the Coordinator.

Often we will be able to give you a response straight away. When the matter is more complicated we will give you at least an initial response within five working days.

## **Making a written complaint**

If you are not satisfied with our response or wish to raise the matter more formally, please write to the Coordinator. (If your complaint is about the Coordinator, please write to the Chair.)

All written complaints will be logged. You will receive a written acknowledgement within three working days.

The aim is to investigate your complaint properly and give you a reply within ten working days, setting out how the problem will be dealt with. If this is not possible, an interim response will be made informing you of the action taken to date or being considered.

If after we have responded you are not satisfied, please write to the Chair who will report the matter to the next Board of Trustee's meeting, which will decide on any further steps to resolve the situation.

Finally, please also let us know if you are happy with Freeport Records services.

**Harry Leckstein**  
**Managing Director**  
**Freeport Records Ltd**