Papillon Holidays Ltd

Record of complaint

All information will be kept confidential

Complainant details

Name …….....
Address …….....
…….....Postcode……Number……
Date ……...

Details of complaint (including date's times and place of occurrence wear possible)
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Signed ……..... Date……

Initial Action taken
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Complainant informed …… Satisfied with out come ……informed of further steps .....

Signed …….....Date……

Further action taken
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Complainant informed …… Satisfied with out come ……informed of further steps …….

Signed …….....Date……