

# HOW CAN WE HELP?

## Paul Riley Cars Ltd Complaints Handling Procedure

### The steps we take to handle complaints

It is never our intention to cause inconvenience to you, we will always do our utmost to resolve a complaint to your satisfaction. We will endeavour to address your complaint in a fair, consistent and prompt manner. This leaflet tells you how to make a complaint and sets out our complaints handling procedure.

### What you need to do

**Contact us via Phone, Email or post.**

Call Paul Riley on 07903 510758

Email [paul@paulrileycars.co.uk](mailto:paul@paulrileycars.co.uk)

Post Paul Riley Cars Ltd, Unit 8 Poplars Farm, Greens Norton Road, Blakesley, Towcester, Northants, NN12 8SY

*\*Please outline the nature of your complaint and what you would like us to do to resolve it\**

### What happens next?

Sometimes we may ask you to outline your complaint in writing; this helps us fully understand your concerns. If we cannot resolve your complaint straight away, we will look into it in more detail. After your complaint has been received, we will take the following steps:

#### Within a week

We will try to give you a full reply. If this is not possible, we will promptly send you an acknowledgement, which will let you know we have received your complaint and are dealing with it.

#### Within four weeks

We hope to have completed our investigations and written to you with our final response. Hopefully, this will resolve the situation but, if you are still unhappy, please contact us via email, telephone or post via the contact details provided. In some cases, we may need more time to respond and if so we will write to you with an update of the situation.

#### Within eight weeks

In the majority of cases, we will have written to you with our final response. It is highly unlikely that your complaint will not have been resolved by this time but if it has not we will write to you with a further update.

If you are dissatisfied with our final response or the update provided at eight weeks, for insurance and consumer credit complaints you can contact the Financial Ombudsman Service. The Financial Ombudsman Service is free, independent and impartial.

The Financial Ombudsman Service consumer helpline is available on 0800 023 4 567 or 0300 123 9 123 or you can visit their website at [www.financial-ombudsman.org.uk](http://www.financial-ombudsman.org.uk), email them at [complaint.info@financial-ombudsman.org.uk](mailto:complaint.info@financial-ombudsman.org.uk) or write to the Financial Ombudsman Service, Exchange Tower, London E14 9SR.

Whilst acting as a consumer, if a non-financial services related dispute arises that cannot be resolved between us within a reasonable timescale, you may refer the dispute to the free independent Advisory and Conciliation Service operated by the Motor Ombudsman, the government-backed, self-regulatory body for the motor industry. For details of this service you can call their dedicated Code Advisory and Conciliation Service Consumer Advice Line on 0345 241 3008, submit an enquiry or complaint via the website [www.themotorombudsman.org](http://www.themotorombudsman.org) or write to The Motor Ombudsman Ltd, 71 Great Peter Street, London, SW1P 2BN.