

HARRISON COOPER
(TRADING AS SPARKS JOY ELECTRICAL)
COMPLAINTS POLICY

This Policy

This policy explains how:

- you, the clients, can raise a complaint with me about my goods and services;
and
- how I will deal with complaints.

I will always aim to provide high quality goods and services and to provide a high standard of client care. I recognise however that sometimes I may not get things right and as such, it is important that you can raise any issues or complaints with me.

How to Make a Complaint

If you would like to make a complaint, you can do so via email to:
Info@sparksjoy.co.uk

Information

Please include the following information in your complaint:

- Your full name
- Your contact details (telephone and email)
- The fact that you are raising a complaint
- Any relevant dates and times which are relevant to your complaint
- The type of goods or services I have provided to you
- Any order or reference numbers I have provided to you
- A key summary of the problem or problems you have experienced and why the goods or services were not satisfactory.

What to Expect

Complaints will be received and progressed during my business working hours which are:

Monday To Friday 9am to 5pm

Acknowledgement

I will acknowledge your complaint within **2 business days** of my receipt of it.

Investigation

I will then conduct a thorough investigation into your complaint. I may need to contact you in order to obtain further details during my investigation.

Response

I will ordinarily provide a full response to your complaint via email.

I will ordinarily provide a full response within **14 business days** of my receipt of your complaint. Sometimes, my investigation may take longer. If this is the case I will contact you to tell you, and I will provide you with a revised timeframe within which you should expect to receive a response. I will provide regular updates to you thereafter.

I may agree with all or some of your grounds of complaint. If this is the case, I will aim to offer a satisfactory solution to you, which may include:

- A full refund
- A partial refund
- A discount code for future goods and services
- Replacement goods
- Provision of the services again

I will offer the solution I judge is most appropriate in the circumstances. The above examples are the usual solutions I may offer, although there may be occasions where I offer a different solution where this is appropriate.

If I do not agree with your complaint, I will provide you with full details to explain why this is the case. If you are unhappy with this, you may wish to progress matters externally (see below).

Other Options

I hope that I will be able to help in resolving your complaint. However, if you are not happy with the outcome of your complaint, you may wish to raise a formal dispute externally via other avenues.

Professional Body

I am a member of: **TRUSTMARK**

Details about this body can be found here: www.Trustmark.org.uk

I adhere to the relevant guidelines and code of conduct prescribed by the above body. You can contact this body about any complaint should you deem this appropriate. This body also offers an Alternative Dispute Resolution scheme, which offers a method of resolving disputes outside of court. Details about this can be found on:

<https://www.trustmark.org.uk/homeowner/information-guidance/report-unsafe-electrical-work>

External Scheme

The following independent, external scheme exists which may be able to assist in resolving your complaint: **CHECKATRADE**

More information about this can be found here:

<https://www.checkatrade.com/resolving-issues>

Legal Claims

I would always hope that disputes can be resolved at the lowest possible level. However, if the complaint cannot be resolved via any of the above methods, you may wish to obtain legal advice and/or explore other legal remedies which may be available to you.

Information about your legal rights as a consumer can be found on the Citizens Advice Bureau website.