

If You are Still Unhappy

If you are still unhappy with our response you can contact **The National Society of Allied & Independent Funeral Directors (SAIF)** in any of the ways listed below, quoting our membership number 655:

By email – standards@saif.org.uk

In writing to –

The National Society of Allied and Independent Funeral Directors
SAIF Business Centre
3 Bullfields
Sawbridgeworth
Herts CM21 9DB

By phone – Tel: 0845 230 6777 or 01279 726 777

By fax – Tel: 01279 726 300

Your complaint will be acknowledged within 7 days then fully investigated. Timescale for findings and final response will vary depending on each individual case and investigation.

Please note that The National Society of Allied and Independent Funeral Directors (SAIF) will not investigate a complaint unless the internal complaints procedure of the Funeral Directors has been exhausted.

If You are Still Unhappy

If you are still unhappy with the response and final decision of The National Society of Allied and Independent Funeral Directors (SAIF) you can request that your complaint be referred to **The Independent Funeral Directors Arbitration Scheme**. For more information and to download leaflet of the scheme please visit - www.saif.org.uk

Leverton & Sons Ltd



Registered No. 235913 England & Wales

COMPLAINTS PROCEDURE

Leverton & Sons Ltd
212 Eversholt Street
London
NW1 1BD

Our commitment to clients'

We aim to ensure that:

- Making a complaint is as easy as possible and we treat your complaint seriously
- We deal with your complaint promptly and in confidence
- We learn from complaints and use them to review and improve our service.

What is a complaint?

A complaint is when you tell us you are not happy about any part of the service and/or the products we provide.

How to make a complaint

If you wish to make a complaint you can contact our **General Manager**, Allan Clinton, in any of the ways listed below:

By email: allan@levertons.co.uk

In writing to -

Company Name

Leverton & Sons Ltd, 212 Eversholt Street, London NW1 1BD

By phone – Tel: 020 7387 6075

In person (by appointment only) at –

Company Name

Leverton & Sons Ltd, 212 Eversholt Street, London NW1 1BD

Your complaint will be acknowledged within 7 days and fully investigated within 14 working days.

If you are unhappy with the response you can contact Pippa Leverton in any of the ways listed below:

By email: pippa@levertons.co.uk

In writing to -

Company Name

Leverton & Sons Ltd, 212 Eversholt Street, London NW1 1BD

By phone – Tel: 020 7387 6075