

Complaint form

Please use this form to tell us about your complaint, so we can help you. Email this form to info@panacea-software.com or post it to us, or simply provide all necessary details via the [Contact Us](#) link on our website.

Please tell us a little about yourself:

Name:

Organization name:

Email address:

Contact number:

Your special requirements:

If anything makes it difficult for you to use our service, e.g., if English is not your first language or you have a disability, please tell us how we might help.

Details of your Complaint:

What do you think the company did wrong?

<Please state the nature & details of your complaint, severity of issue and names of Panacea staff involved>

How has this affected you?

<Please give as much detail as possible regarding the impact this issue has had>

What do you think we should do to put things right?

<Please let us know how you think this can be resolved>

It will help us deal quickly with your complaint if you could send us copies of emails/documents or any other correspondence that you think would be useful.

Your signature (printed forms only):

Date:

[For office use only]

Complaint reference:

Date received:

Name of Panacea staff dealing with complaint: