

British Association of
Landscape Industries



BALI COMPLAINTS FORM (TO BE COMPLETED BY PERSON MAKING COMPLAINT)

YOUR NAME

YOUR ADDRESS

POSTCODE

DATE

TEL NO.

MOBILE No.

EMAIL:

**NAME OF BALI
CONTRACTOR**

ADDRESS

POSTCODE

**SITE MANAGER/
FOREMAN**

**MANAGER/DIRECTOR
INVOLVED IN YOUR
CONTRACT**

**DATE WORK
STARTED**

**DATE WORK
COMPLETED**

BRIEF DESCRIPTION OF WORK COMPLETED/IN PROGRESS

[Large grey rectangular area for describing work completed or in progress]

TOTAL VALUE OF CONTRACT	£	MONIES OUTSTANDING	£
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BRIEF DESCRIPTION OF COMPLAINT (PLEASE CONTINUE ON A SEPARATE SHEET IF NECESSARY)

[Large grey rectangular area for describing the complaint]

IT IS ADVISABLE, WHERE POSSIBLE, TO SUPPORT YOUR COMPLAINT WITH COPIES OF RELEVANT CORRESPONDENCE, CONTRACTS, DRAWINGS AND PHOTOGRAPHS ETC.

CHECKLIST OF ITEMS TO BE ENCLOSED WITH THE COMPLAINTS FORM:

- ORIGINAL QUOTATION
- SPECIFICATION
- CONTRACTS
- DRAWINGS
- PHOTOGRAPHS

(PLEASE SPECIFY SHOULD YOU WISH TO HAVE PHOTOGRAPHS RETURNED TO YOU) **YES/NO**

IS THE MATTER PRESENTLY THE SUBJECT OF ANY LEGAL PROCEEDINGS?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
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IF YES, PLEASE GIVE DETAILS

HAVE YOU ATTEMPTED TO RESOLVE THE PROBLEM WITH THE CONTRACTOR? **YES** **NO**

IF YES, PLEASE GIVE DETAILS

**ARE YOU WILLING TO MEET THE CONTRACTOR ON-SITE AND DISCUSS
RESOLVING THE DISPUTE?** **YES** **NO**

WHAT TYPE OF CONTRACT WAS USED?
BALI DOMESTIC / COMPANY OWN / OTHER
(PLEASE INCLUDE)

IF NO CONTRACT WAS USED, WERE ONE OF THE FOLLOWING:

- **WRITTEN ESTIMATE**
 - **QUOTATION**
 - **LETTER OF AGREEMENT**
 - **INSTRUCTION TO PROCEED**
-

WERE THERE ANY CONDITIONS ATTACHED TO YOUR CONTRACT? **YES** **NO**

HAVE ALTERATIONS BEEN MADE TO THE ORIGINAL PLAN? **YES** **NO**

WERE THESE NOTIFIED AND AGREED? **YES** **NO**

WAS THIS AGREEMENT VERBAL OR WRITTEN?

**IF ALTERATIONS HAD A FINANCIAL IMPLICATION,
HOW WAS THIS NOTIFIED?**

SIGNATURE:

DATE: