# Sci-Fleet Toyota



## Sci-Fleet Toyota Complaint Handling Procedure

#### Your feedback is important to us.

At Sci-Fleet Toyota, we pride ourselves in providing an outstanding customer experience and understanding our customer needs. Therefore, every enquiry, suggestion, concern and compliment proactively assists us and our commitment to providing the utmost positive customer experience possible. This is why we have a dedicated and committed Customer Relations Team, headed by Jessie Champion – our Customer Relations Manager.

#### Please share your experience at Sci-Fleet Toyota:

If you feel that your experience at Sci-Fleet Toyota has been less than exceptional, we encourage you to forward your concerns to our Customer Relations team. All complaints should be addressed to;

Sci-Fleet Toyota Attn: Customer Relations Manager

PO Box 52

**LUTWYCHE QLD 4030** 

You can also find our Customer Feedback form on our website;

https://scifleettoyota.com.au/enquiry/feedback

#### Sci-Fleet Toyota's Complaint Handling Policy.

It is Sci-Fleet Toyota's preferred outcome to resolve customer concerns within (7) seven business days. The matter will be forwarded to our Customer Relations team and you will be contacted by one of our staff members to discuss the issue further. Our team will actively seek to provide an appropriate and effective resolution to the raised concern. However, in the event that the complaint is rejected, written explanations will be given and advice supplied as to other resources available.

Cameron Wickbold

General Manager + Service Operations

Steve Duncan

General Manager – Sales & Marketing

Effective: January 2024

### Sci-Fleet Toyota

Kedron 469 Gympie Road Kedron, QLD 4031 T 07 3361 000 F 07 3361 0001

**Brendale** 55 South Pine Road Brendale, QLD 4500 T 07 3862 0999 F07 3862 0998 **Taringa** 118 Moggill Road Taringa, QLD 4068 T 07 3720 7000 F 07 3720 7001 Head Office 59 Kitchener Road Kedron, QLD 4031 PO Box 52 Lutwyche, QLD 4030 T 07 3720 7000 F 07 3720 7001