



Association
of Registered
Interior Designers
of Ontario

COMPLAINTS FORM

PLEASE BE AWARE THAT A COPY OF THIS FORM AND ANY ATTACHMENTS WILL BE SENT TO THE ARIDO MEMBER ABOUT WHOM YOU ARE COMPLAINING AND THAT THE MEMBER WILL BE GIVEN AN OPPORTUNITY TO RESPOND TO THE COMPLAINT.

Answer as much of the questions on this form as you can and return it to us via email to the **Attention: Obiageli Uzoka, Registrar:**

By email to ouzoka@arido.ca

OR at the following address:

Association of Registered Interior Designers of Ontario
Suite C536- 43 Hanna Avenue
Toronto, ON M6K 1X1

Please mark the envelope **“PRIVATE & CONFIDENTIAL.”**

I. Information About You	
Name:	
Address:	
Telephone:	
E-Mail:	

II. Information About the ARIDO Member	
Member's Full Name:	
Company Name:	
Company Address:	
Member Telephone:	
Member's Email:	

III. Background Information

When did you hire this member?

What was the nature of the work this member was hired to do?

Is the work completed? *If no, please explain.*

Did you have a contract or agreement for services? *If yes, please attach a copy.*

IV. Information About Your Complaint.

What is the general nature of your complaint?

- Delay
- Fees
- Failing to answer letters or telephone calls
- Giving bad advice
- Failing to complete work properly
- Breach of the Standards of Practice – Section(s):
- Other (use a separate sheet of paper if needed, and attach to this form)

Please describe your complaint in your own words (use a separate sheet of paper, if needed, and attach to this form):

The following documents, relevant to my complaint, are attached:

v. Resolving Your Complaint

Have you tried to discuss your complaint with the Interior Designer? If yes, what was the result of your complaint?

What would you most like to see happen because of your complaint?

Please date and sign below.

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DATE

SIGNATURE

Please note: ARIDO does not have the authority to award financial compensation or to award legal or other costs. Please see the attached Guidelines to ARIDO's Complaints Process. ARIDO's complaints procedures are fully described in ARIDO's By-laws.