

## Vaioni Customer Service Plan

Vaioni operates 3 different levels of escalation:

### Level 1

In the first instance, we ask that you contact your Account Manager, or a member of staff in the department most relevant to your enquiry.

Our team will take all relevant information regarding your enquiry or issue, investigate thoroughly and, where possible, resolve the issue directly. If it cannot be resolved directly, we will provide the output information, any next actions and appropriate timescales for updates and resolution. This plan will be provided within 4 hours at the latest of the initial concern or issue raised.

### Level 2

In most cases, no further action will be necessary. However, if we are unable to resolve your issue to your satisfaction, you can escalate your issue further to the Manager of the relevant department. We will investigate your complaint or issue further, review the output and results of the escalation so far, and set actions for any next activities. Updates will be agreed at the relevant frequency with you until your issue is resolved. This plan of action or resolution will be provided within 1 working day of the escalation being raised to Level 2.

### Level 3

If you are not satisfied with the outcome of the Department Head's response or the resolution offered or provided, your escalation will be raised to the Vaioni Leadership Team. The Leadership Team will review the output of the escalation so far, the actions taken and offer any further assistance in resolution where possible. Timeframes will be set, and updates provided at agreed intervals. The Leadership team will also determine if the required actions and resolution already provided are appropriate and will support the continuation of any actions set or resolution already offered.



The table below explains escalation procedures across different departments within the company.

Escalation Level	Sales	Technical Support	Billing & Finance	Service Delivery	Customer Care	Out of hours Technical Support
Day-to-day	<b>Your Account Manager</b> 0161 672 9900 (option 1) <a href="mailto:Sales@vaioni.com">Sales@vaioni.com</a>	<b>Technical Support Team</b> 0161 672 9900 (option 2) <a href="mailto:Support@vaioni.com">Support@vaioni.com</a>	<b>Finance Team</b> 0161 672 9900 (option 3) <a href="mailto:Accounts@vaioni.com">Accounts@vaioni.com</a>	<b>Order Delivery Manager</b> 0161 672 9900 (option 4) <a href="mailto:PT@vaioni.com">PT@vaioni.com</a>	<b>Your Account Manager</b> 0161 672 9900 (option 1) <a href="mailto:Sales@vaioni.com">Sales@vaioni.com</a>	<b>Technical Support Team</b> 0161 672 9900 (then wait until you are put through to an engineer)
1	<b>Jo Tomaszewska</b> Customer Success Manager 07501 685 102 <a href="mailto:Joanne.Tomaszewska@vaioni.com">Joanne.Tomaszewska@vaioni.com</a>	<b>Claire Wilkinson</b> Head of Operations 07469 354 042 <a href="mailto:Claire.Wilkinson@vaioni.com">Claire.Wilkinson@vaioni.com</a>	<b>Zeen Shkak</b> Finance Team Leader 0161 672 9900 (option 3) <a href="mailto:Zeen.Shkak@vaioni.com">Zeen.Shkak@vaioni.com</a>	<b>Adam Dickinson</b> Service Delivery Manager 0161 672 9329 (option 4) <a href="mailto:Adam.Dickinson@vaioni.com">Adam.Dickinson@vaioni.com</a>	<b>Jo Tomaszewska</b> Customer Success Manager 07501 685 102 <a href="mailto:joanne.tomaszewska@vaioni.com">joanne.tomaszewska@vaioni.com</a>	<b>Claire Wilkinson</b> Head of Operations 07469 354 042 <a href="mailto:Claire.Wilkinson@vaioni.com">Claire.Wilkinson@vaioni.com</a>
2	<b>Will Kennedy</b> Sales Director 07918 551 254 <a href="mailto:Will.Kennedy@vaioni.com">Will.Kennedy@vaioni.com</a>	<b>Nick Grimshaw</b> Operations Director 07990 041 667 <a href="mailto:Nick.Grimshaw@vaioni.com">Nick.Grimshaw@vaioni.com</a>	<b>Ateeb Mehmood</b> Finance Director 07791 157 987 <a href="mailto:Ateeb.Mehmood@vaioni.com">Ateeb.Mehmood@vaioni.com</a>	<b>Nick Grimshaw</b> Operations Director 07990 041 667 <a href="mailto:Nick.Grimshaw@vaioni.com">Nick.Grimshaw@vaioni.com</a>	<b>Nick Grimshaw</b> Operations Director 07990 041 667 <a href="mailto:Nick.Grimshaw@vaioni.com">Nick.Grimshaw@vaioni.com</a>	<b>Nick Grimshaw</b> Operations Director 07990 041 667 <a href="mailto:Nick.Grimshaw@vaioni.com">Nick.Grimshaw@vaioni.com</a>
3	<b>Vaioni Leadership Team</b>	<b>Vaioni Leadership Team</b>	<b>Vaioni Leadership Team</b>	<b>Vaioni Leadership Team</b>	<b>Vaioni Leadership Team</b>	<b>Vaioni Leadership Team</b>

Escalation Level (Any SLA's in place will override the priority of this document)

- Day to Day** BAU
- 1 4 working hours
  - 2 1 working day
  - 3 An agreed timeframe

If at any time you feel any element of the Vaioni service is not meeting your expectations, you can contact us. All levels of the Management team are ready and waiting to hear your concerns.

We will always aim for extraordinary service; we want to know if we are not. This is our promise to you.