

## Part 1 - Code of Practice for Small Business Customers

### Introduction to our Company and Services

Armstrong Bell is an independent company that delivers communications services to small business customers. While we may not provide all the component parts of our services ourselves, we do take responsibility for the services delivered to you. So, we will liaise with our suppliers to ensure that any problems with their services are resolved promptly.

### Purpose of this Code of Practice

This code informs you about our products, services, customer-care policies and where to find information about our charges and terms and conditions. This Code of Practice is published on our website <https://www.armstrongbell.co.uk/terms-and-conditions.html>. Additional copies are available on request and free of charge to any small business customer. It is also available in alternative formats which include large font.

### How to Contact Us

Please contact our Customer Service Team using one of the following:

**By Phone:** 01527 834850

Opening Hours Monday – Friday (8:30am- 5pm)

**By Email:** [service@armstrongbell.co.uk](mailto:service@armstrongbell.co.uk)

**By Fax:** 01527 835314

**By Letter:** Armstrong Bell Ltd, Office 1 Greenbox, Westonhall Road, Stoke Prior, Bromsgrove B60 4AL

**Or via our website:** <https://www.armstrongbell.co.uk>

**Our registered office address is:** Office 1 Greenbox, Westonhall Road, Stoke Prior. B60 4AL

### Our Commitment to You

We are committed to giving you the highest quality of customer service. When we purchase our services from wholesale providers, we choose those providers carefully to ensure that you get a high-quality service. We make every reasonable effort to supply services that satisfy your requirements. We work to all relevant laws and regulations.

### Our Products and Services

- Landline telephones
- Landline calls
- CPS – Carrier Pre-Selection
- WLR – Wholesale Line Rental
- ISDN – digital telephone lines
- Broadband Connections (ADSL, FTTC, FTTP & Leased Lines)
- VoIP & IP telephony services
- Non-geographic numbers
- Intelligent Call Routing
- Internet
- Directory enquiries
- Mobile telephone and data services
- Equipment and maintenance service

For more details on any of our products and services, or to place an order immediately, please contact our Customer Service Team on 01527 834850.

## **Marketing**

We work to the principles in the British Code of Advertising, Sales Promotion and Direct Marketing, which are set out on the website [www.cap.org.uk](http://www.cap.org.uk).

## **Terms and Conditions**

When you subscribe to a service from Armstrong Bell Ltd, we will send you our Standard Terms and Conditions and ask you to sign a contract, if applicable. If you have any questions, please phone our Customer Service Team on 01527 834850. We may carry out a credit check as part of our assessment procedures.

Where applicable, the minimum contract term for our services will be 24 months. We aim to provide services within five working days, subject to the availability and installation of any equipment and, where appropriate, lines to your premises. If we need to carry out a survey of your premises or lay additional cabling, we will inform you of the revised timescales as soon as we can.

## **Cancellation**

If you decide to cancel your order or agreement before we have provided the services, you may do so without charge within ten working days of your order being placed. For cancellations after ten working days we will charge you an administration fee as set out in your contract. If you wish to terminate your contract within the minimum term of 24 months, please call our Customer Service Helpdesk on 01527 834850. We will charge you a fee as set out in your contract. After the minimum term you can cancel any service by calling our Customer Service Helpdesk on 01527 834850, giving us one month's notice.

## **Faults and Repairs**

Please call our Fault Service Team on 01527 834850 if you experience a fault with any of our services.

*For SMEs, the operational service levels we aim to achieve, including for the activation of a new service, restoration following loss of service and keeping pre-agreed engineer appointments, are set out in our Terms and Conditions*

## **Compensation and Refund Policy**

*We do not offer automatic compensation payments in cases where the service level targets are not met and will assess any claim for compensation on a case by case basis. Any payment made will be on a purely discretionary basis.*

*We do not feel that fixed level compensation payments are appropriate for business customers, who we advise to seek other ways, such as insurance, to protect themselves against the impact of any loss of service.*

## **Price Lists**

Our pricing structure is available from our Customer Service Team on 01527 834850. We will write to you in advance if we change the pricing structure on your products and services.

## **Billing**

We will bill you monthly.

You can choose to pay us via a range of options including credit card, cheque and direct debit. These are agreed at the start of your contract. If you wish to change your method of payment at any time, please call our Customer Service Team.

We provide itemised bills at flat rate as part of our service to you.

If you have difficulty paying your bill, please contact us on 01527 834850 and we will try to arrange a different method of payment. We will do all we can to help our residential and small business customers to manage their bills and avoid disconnection. In any event, you will be given 48 hours notice of any decision to disconnect your services.

### **Moving Home or Office**

Please call our Customer Service Team on 01527 834850 no later than 30 days before your move date. We will amend your account and billing requirements as necessary. We will endeavour to offer you the same telephone number to minimise disruption but please note that for geographic numbers this is not always possible.

### **Number Porting**

Armstrong Bell Ltd recognise that keeping your existing telephone numbers may be important to you. If you move your business to us and wish to keep the number that you have with your old provider, we will arrange it if you ask us. We will work with you to ensure that the services are switched over at a convenient and appropriate time. For more information, please call our Customer Service Team on 01527 834850.

### **Directory Entries**

You are entitled to a Directory Entry listing (including an entry in the Phone Book) for both your fixed and mobile telephone numbers. If you do want your details included, please contact our Customer Service Team on 01527 834850.

### **Complaints**

We make every effort to ensure that our customers are happy with the level of service, and the products and service they receive from us. However, despite our best efforts, things can go wrong. We take customer complaints very seriously and aim to resolve them quickly and efficiently.

Our Code of Practice on Complaint Handling and Dispute Resolution explains how customers can complain. The code also provides information on how we deal with complaints and your right to take unresolved complaints to Alternative Dispute Resolution. You can find a copy of our Complaints Code here <https://www.armstrongbell.co.uk/terms-and-conditions.html> Alternatively, copies are available free of charge on request from our Customer Service Team on 01527 834850.

### **Services for People with Special Needs**

We are committed to helping all our customers to communicate easily. We offer the following additional services on request for customers who are older or who may have a disability:

- Priority access to the Customer Service Team
- Priority fault repair and assistance
- Additional help and support if you have difficulty paying your bill

### **Data Protection**

We comply fully with our obligations under the Data Protection Act 2018.

## Part 2 - Code of Practice for Premium Rate Service Calls

### Purpose of this Code of Practice

This code informs you, our small business customers, about our policies on providing information about Premium Rate Service (PRS) calls and on our charging policy for calls to PRS numbers.

### Premium Rate Services

Premium rate services (PRS) are telephone numbers that offer some form of information or entertainment that is charged to your phone bill. UK-based PRS numbers are normally prefixed by "09" or "118". Numbers starting 087 are also designated as Premium Rate numbers and subject to PRS regulation when they cost 7p per minute or more. Typical services include TV votelines, mobile ringtone downloads, technical helplines, charity fund-raising and adult entertainment.

Charges for these services are made up of two parts, a service charge and an access charge and the total is added to your telephone bill. You will see the service charge advertised by the company providing the service alongside the number and this can be between 7p and £3.60 per minute, or £6 per call or per text (including VAT) for 08 and 09 prefixes. Calls to 118 services can cost up to £15.98 per call plus a £7.99 per minute charge (including VAT). The access charge is kept by us, your phone company. Our access charge for calling these services is shown in our price list, which is available on request from our Customer Services Team and via our website.

If you have a problem with PRS, we can help. We can provide advice on checking the telephone number of any PRS charges that appear on your bill and will try to help you identify the premium rate service provider. We can use call barring to restrict access to "09" numbers. Please call our Customer Service Team on 01527 834850 for advice on this. We can give you a factsheet on PRS.

You can also ask for help from the Phone-paid Services Authority (PSA) which is the industry-funded regulatory body for Premium Rate Services. PSA operates a Code of Practice that sets out standards for the operation of PRS. You can use the PSA website at [www.psauthority.org.uk](http://www.psauthority.org.uk) to check PRS numbers direct and find contact details for the company in question or to submit a complaint. PSA has the legal powers to require a provider of PRS to amend its service or promotional material (or both) and can also order refunds and impose penalties on service providers for breaches of the PSA Code. For other ways to contact Phone-paid Services Authority, see the "Useful addresses" section below.

If you are unhappy with the help you have received from us on a problem with PRS, please contact **Robert White by email [robert.white@armstrongbell.co.uk](mailto:robert.white@armstrongbell.co.uk)** who has responsibility for compliance with our code of practice for PRS. You may also complain using the complaints procedure set out in our complaints code including, ultimately, referring your complaint to Ombudsman Services.

### The Telephone Preference Service

If you don't want to get sales and marketing calls you have not requested, you can add your details to a list run by the Telephone Preference Service (TPS). If your number is on the list, it is illegal for a company to call you for marketing purposes. You can contact the Telephone Preference Service via [www.tpsonline.org.uk](http://www.tpsonline.org.uk) or by telephoning 0845 070 0707.

### The Ombudsman Services

3300 Daresbury Park, Daresbury, Warrington, WA4 4HS

T: 0330 440 1614

E: [osenquiries@os-communications.org](mailto:osenquiries@os-communications.org)

W: [www.ombudsman-services.org](http://www.ombudsman-services.org)