

**This policy sets out conditions applicable to customer service.**

**The full content of the policy is available for download to your shopping cart.**

**Example content:**

All employees of *[Insert Company name]* are expected to provide the highest possible standards of customer service at all times designed to both meet and exceed customers' expectations.

Exceptional customer service assists in the development of relationships with new customers and provides the basis for long-term relationships.

The standards of customer service expected of employees include, but are not limited to: