

MAINTENANCE REQUIRED

☐ **Works Order**

☒ **Quotation Request**

CONTRACTOR: Andy Hawkins

ADDRESS: **Flat 6, 15 Imperial Road, Exmouth, Devon, EX8 1BY**

LANDLORD: **(Address Invoice to) Mr J Miller Miller and Son Ltd**

Tel Home: **01395 272893**

Tel Work: **01395264347**

Tel Mobile: **07973607867**

Email: **jerrymiller69@yahoo.co.uk**

PROPERTY REFERENCE: **EML070004**

WORKS/QUOTATION REQUIRED: Hi Andy, can you quote to sort a dropping hinge to a kitchen cupboard door plus cleaning of the carpet please – white marks on carpet. Can you quote for landlord please. Many thanks Dave. Keys from local office.

Threshold: £ .

NB: Please provide your quote/invoice on your headed notepaper/branded email. Works/Quotations should be itemised and individually priced as per our request above and returned to Bradleys Maintenance within 10 days. **We will always assume that your quote is provided free of charge, therefore it is imperative that you contact us before attending the property if this is not the case. Should you attend and invoice us for your visit without prior consent we are unlikely to be able to settle the outstanding amount.**

TENANTS CONTACT DETAILS: (please ensure you arrange access with the Tenant direct and advise Bradleys if you are having difficulty arranging an appointment)

NAME: **Miss Jane Boden**

TELEPHONE HOME:

WORK:

MOBILE: **07792 318405**

☒ **Keys held at Local Office:- 33 Rolle Street, Exmouth, Devon, EX8 2SN**

Telephone: **01395 222300**

Completed by: **David Littlefield**

Dated: **24 June 2014**

URGENCY

☐ **EMERGENCY Attend within 24 Hours**

☒ **URGENT Attend within 1 - 5 Days**

☐ **ROUTINE Attend within 2 Weeks**

☐ **OTHER**

CONTRACTORS TENANT CONTACT LOG

Date	Time	Phone / E-mail/ other	Message left, yes/no
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