

MAINTENANCE REQUIRED

☒ **Works Order**

☐ **Quotation Request**

CONTRACTOR: Belvedere Property Services

ADDRESS: **57 Chandlers Walk, Haven Banks, Exeter, EX2 8BA**

LANDLORD: **(Address Invoice to) Mr M Flynn**

PROPERTY REFERENCE: **EEL070296**

WORKS/QUOTATION REQUIRED: Please carry out the works quoted for at the property above. The Kitchen floor and the bath panel. Quoted at £510

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 H Steer**

TELEPHONE HOME:
WORK: **01392 424099**
MOBILE: **07779 220412**

☐ **Keys held at Local Office:-** **no**

Telephone: **01392 227700**

Completed by: **Dawn Spence** Dated: **17 October 2014**

URGENCY

☐ **EMERGENCY** **Attend within 24 Hours**

☒ **URGENT** **Attend within 1 - 5 Days**

☐ **ROUTINE** **Attend within 2 Weeks**

☐ **OTHER**

