

MAINTENANCE REQUIRED

☐ **Works Order**

☒ **Quotation Request**

CONTRACTOR: Jez Roberts – Belvedere Property Maintenance

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

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

Tel Home:

Tel Work:

Tel Mobile:

Email:

07977 239934 Mark

mark@julianmarks.co.uk

PROPERTY REFERENCE: **EEL070296**

WORKS/QUOTATION REQUIRED: Hi Jez, can you attend and quote for the bath panel work plus the kitchen floor in the area of the washing machine please. Many thanks Dave.

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:-** **24 Cowick Street, Exeter, Devon, EX4 1AL**

Telephone: **01392 270720**

Completed by: **David Littlefield**

Dated: **25 September 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
.....			
.....			
.....			
.....			
.....			
.....			
.....			
.....			
.....			