

Please return one copy of Estimate Acceptance Form duly signed and dated. With thanks.

ESTIMATE ACCEPTANCE FORM

To: Houchell Ltd
The Building and Design Centre
Grundisburgh Road
WOODBIDGE, IP12 4HG

From:

Description of work:

I do/do not accept your estimate ref **dated** **in the sum of £** **+ VAT**

If accepting the estimate, please complete the items below:-

Where PC sums are shown these are lump sum allowances and do not necessarily reflect the actual cost of the work involved. When more information is available we will be pleased to submit a price and the PC sum can be set against the actual cost of the work involved.

I am pleased to accept your offer and accept your Terms and Conditions in accordance with your Terms of Trading and understand that the work will be carried out as soon as possible.

Signed Dated

To assist us in programming our workload and to prevent any misunderstanding, we would be grateful if you could answer the following questions:

If access to your property is required, are there any restrictions/arrangements we should be aware of:

.....
.....

Would you need to be present when the works are carried out? **YES** **NO**

Which telephone number(s) are best for getting in contact with during daytime hours (typically 8.00 a.m. to 5.30 p.m.)?

.....

Are there any days of an average week which are:

a) Most convenient? b) Inconvenient?

Is there anything else you think we should know in advance?

.....

Do you object to the quiet use of radios? **YES** **NO**

Work area to be cleared by client prior to work commencing? **YES** **NO**

Do you object to the erection of a sign board during construction? **YES** **NO**

NOTE: Houchell Ltd are willing to move heavy items where appropriate. We shall need prior warning and will make an additional charge according to the amount of time involved. We cannot, however, be held responsible for any damage/breakages that may occur.

Thank you for your co-operation. We will be in contact as soon as appropriate labour becomes available.