

Unit 20 South Cambridge Business Park,  
Sawston, Cambridge CB22 3JH  
Telephone: 01223 833426 Fax: 01223 835097  
sales@shelfordheating.co.uk  
[www.shelfordheating.co.uk](http://www.shelfordheating.co.uk)



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MELBOURN PARISH COUNCIL  
THE PAVILLON  
THE MOOR  
MELBOURN  
HERTFORDSHIRE  
SG8-6ED

11/08/2021

**Account No.:** 32603  
**Quotation No.:** Q03423 - Small Works  
**Quote Type:** SMALL WORKS (ESTIMATED)  
**Property:** THE PAVILLON, THE MOOR, MELBOURN, HERTFORDSHIRE, SG8-6ED

Dear Sir/Madam

Following our recent visit, we would like to advise you of the potential costs associated with the remedial works that are required and as detailed on our Engineers visit. We highlight below the intended works which we trust has been interpreted correctly. If you require further clarity or advice please do not hesitate to call us on 01223 833426 or email your query to [sales@shelfordheating.co.uk](mailto:sales@shelfordheating.co.uk) and we will do all that we can to assist you further.

The Budget cost as follows will be fully calculated by the time expended on site by our Representatives and the Associated Parts purchased or utilised from our Stock holding which may decrease as we generally are cautious in presentation of our time and material allowances, however it can also have the negative effect especially if a situation arises that was not evident at the initial survey stage.

On completion you will be requested to confirm the time taken whilst on the job, and also for the materials used, this report will be forwarded with the invoice. In some circumstances additional time may need to be added to the physical time on the job to reflect returning and disposing of waste contaminants – an example of this would be the transfer of waste oil to a holding container for collection by our contractors.

#### **Summary of Quoted Works:**

- **Summary Introduction, Important Information, Site Set Up, Supervision & Waste including Approved Sub Contractors**
- We have included within our costs to undertake elements as described below in relation to the site set up, supervision and management, waste removal, disconnection and removal of redundant plant and equipment. Specialist plant such as scaffold systems, access platforms, and Hiab cranes are excluded unless detailed below. In certain circumstances due to time restraint's in preparing our costs we may include budget costs which will be highlighted as a Provisional Sum and as such may increase or decrease subject to the charges being applied by our contractors.
- To transport from site all waste, and return to our yard skip for safe disposal due to site restriction and skip location availability.
- To carry out protection of site/furniture/carpets ensuring plastic protectors is used and dust sheets where needed.

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- To carry our daily site supervision tasks associated with works including liaison with clients.
- **Copper pipe Services & Associated Fittings**
- To Supply and Install 15mm Copper pipe for Plumbing Services and Adjusting Cold fill to Urinals.
- **System Chemicals, Cleansing, & Care of water**
- To Supply and Install 3no. Cisterniser Infrared Flush Control Valves Mains or Battery Operated.
- To Strip and Clean the 5no. TMV, adjust and set temperatures. Unfortunately we will be unable to disinfect HWSV.
- **Pipe Insulation & Clips**
- To Inspect Loft Space Pipework Insulation.
- To Supply and Install Insulation to Pipework Within Boxing in Disabled WC. 15mm X 9mm X 2000MM.

The BUDGET cost of the installation as per our schedule is **£1,429.70** (Excluding VAT) and including all parts and labour.

VAT is calculated at 20% and this amount is **£285.94**

The Total Works including VAT is **£1,715.64**

We very much hope that you will wish to proceed with the proposed alterations and, if should you wish to proceed, simply refer to the information provided on the accompanying form entitled 'Payment Options and Acceptance Details' which is at the end of this letter.

Please also see below some important additional information relating to this Budget Costing.

If you would like any further information or assistance, please contact us and we will assist your enquiry.

Yours sincerely

**Sam Wilson - Installation & Technical Manager**  
[sam.wilson@shelfordheating.co.uk](mailto:sam.wilson@shelfordheating.co.uk)

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### Our Standard Terms of Contract

- Our Full Terms and Conditions are available on request, or alternatively on our web site which can be viewed at [shelfordheating.co.uk](http://shelfordheating.co.uk)
- The components we install are fully guaranteed for a Minimum 12 months from installation.
- Failure of components within warranty as a result of issues associated with Water Contamination/Sign of Damage after installation is not covered. All faulty goods are returned to our suppliers for confirmation.
- We remove all existing redundant waste materials from site and dispose using registered waste carrier, in the case of waste Fuel/ Contaminated Fuel/ Fuel Hoses and Filters these are disposed environmentally. Electrical components and faulty parts outside of warranty are not removed from site, this can be undertaken following a successful 14-day period of fault free operation.
- If any asbestos product is found either before or during the installation works, we will advise you of such, but as we are not licensed to remove this product we will not be held responsible for the removal or associated costs.
- We Supply and Install appropriate copper pipe-work (or similar) and solder type fittings including all necessary adaptations when Installing Heating, Plumbing and Gas Services.
- In difficult access areas and roof voids we will only use pipe and fittings which negate the need for naked flame and heat, subject to Risk assessment completed during the work.
- We endeavour to include for all works envisaged, however there are times when unforeseen items need rectifying to ensure compliance and were not evident at survey stage. We therefore reserve the right to charge accordingly any additional works.
- Please note that we cannot be held responsible for existing radiators; controls; hot water cylinders/tanks that we have not taken to replace within the scope of works. Any works necessary will be charged in addition to the contract.
- Our costs are based upon today's date, Parts are continually changing on a daily basis, and as such it is very difficult to fix our costs for small works issues, if the works are completed we will charge based on Materials and Labour expended on that visit.
- Our Quotations are Inclusive of VAT @ 20% for works at standard VAT, all works relating to renewable energy will be VAT rated at 5%. (HMRC rules will always be applied)
- You Must Notify us in writing of any concerns associated with our Work or Billing within 14-days,
- We reserve the right to charge for late payments as per our Full Terms and Conditions of Sale.
- All Powerflushing works will require a disclaimer document to be completed.
- By agreeing to this contract, you have read and understood our terms and conditions of Business which are available online on our web site, or that can be issued by letter.
- By agreeing to this contract, you have read and understood our terms and conditions of Business which are available online on our web site, or that can be issued by letter.
- **The above does not affect your statutory rights.**

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### Payment Options and Acceptance Details

On receipt of your completed acceptance (and deposit if stated below), we will assign an installation team/service technician to carry out your alterations and then contact you with a date of commencement. If necessary, we may also arrange an interim visit to confirm our work schedule.

Deposits are taken generally when special items are ordered that entail restocking charges if the works are to be cancelled by you or when the value of the programmed works exceed £1000.00.

Your deposit may be paid by cheque and returned to us with your acceptance slip, or you may prefer to telephone us and make your deposit payment using your debit card

Payment of the balance can then be made either by cheque/debit card/or direct to our Bank Account within 14 days.

For your Information the Breakdown between Materials and Labour is as Follows

Materials = £639.82 Plus Vat  
Labour = £789.88 Plus Vat

<b>25% Deposit If Applicable</b>	<b>£428.91</b>
<b>Balance payable within 14 days of invoice</b>	<b>£1,286.73</b>
<b>Total payable</b>	<b>£1,715.64</b>

### Check list

Complete the acceptance slip  
Enclose the deposit payment made payable to **Shelford Heating Ltd** or Transfer Payment by direct Bank Transfer to Account No.: 26654060 Sort Code: 30-64-79  
*Or telephone 01223 833426 with your Debit card details, Quotation number and Customer account number. The Maximum value taken on any payment for a single invoice is £250.00 which has been limited due to the high charges associated with credit card payments.*

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### Acceptance

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MELBOURN PARISH COUNCIL  
THE PAVILLON  
THE MOOR  
MELBOURN  
HERTFORDSHIRE  
SG8-6ED

Deposit of £428.91

Cheque

Debit/Credit Card

Bank Transfer

- I enclose my Cheque Payment
- I will contact you to make payment by Card
- I have transferred Payment Direct to your Bank Account

Sign..... Date:.....