



REFRIGERATION
AIR CONDITIONING

MAINTENANCE AGREEMENT 111968

Melbourn Parish Council
Melbourn Community Hub
30 High Street
Melbourn
SG8 6DZ

RELATED TO SITE:
Melbourn Community Hub
30 High Street
Melbourn
SG8 6DZ

9 April 2025

Dear Abi,

Thank you for your enquiry regarding a planned preventative maintenance (PPM) contract for your Maintenance to AC units.

We are pleased to enclose the contract brochure and equipment list covered by this agreement. We recommend that you have your systems serviced twice a year. Our price for implementing a PPM consisting of two maintenance visits per year will be a total of **£1257.00(Tax Ex)**.

We will invoice you the following sum immediately after each visit, £628.50 + VAT. You will also be charged for parking fees, at cost, and any consumables (such as specialist cleaning materials) used in the course of the visit.

The contract will run from 01/04/2025 to 31/03/2026 and visits will be made on dates and times agreed with you to ensure minimal disruption to your business.

As an Adcock PPM client you also have access to our 24-hour emergency call-out service at the following hourly rates:

Monday - Friday, 8.00am - 5.00pm	£82.00 + VAT
Monday - Friday, 5.00pm - 8.00am	£102.00 + VAT
Friday 5.00pm - Saturday 5.00pm	£102.00 + VAT
Saturday 5.00pm - Monday 8.00am and bank holidays	£111.00 + VAT
Standard Call Out Charge	£85.00 + VAT
Out of Hours Call Out Charge	£149.00 + VAT

The above hourly rates are not fixed for the term of the maintenance contract and subject to change.

We hope this provides you with all the information you require, however should you need anything further, please do not hesitate to contact me on 01223 812330 or email me at annabelbaumback@adcock.co.uk. If you are happy please sign and return the agreement to the above email address and we will be in touch with you shortly to arrange our first maintenance visit **If it is your company policy to issue order numbers for accounts purposes, please may you include it with the returned agreement.**

Yours sincerely,
For and on behalf of Adcock Refrigeration & Air Conditioning Ltd

Annabel Baumback
Maintenance Administrator

ON BEHALF OF ADCOCK REFRIGERATION AND AIR CONDITIONING LIMITED	A.Baumback	DATE 09/04/2025
CUSTOMER SIGNATURE	DATE
NAME IN PRINT

PLEASE RETURN SIGNED COPY TO THE ABOVE ADDRESS OR EMAIL
It is mutually understood that we are not required to furnish replacement parts, refrigerant and supplies other than those listed above, nor to supply labour to replace worn or broken parts or to repair damage to the equipment due to causes beyond our control. Additional material and labour will be furnished by us at our regular selling prices and prevailing rates.

Lakepress House, Newmarket Road, Bottisham, Cambridge, CB25 9BD
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www.adcock.co.uk