

Unit 20, South Cambridge Business Park,
Sawston, Cambridge, CB22 3JH
Telephone: 01223 833426
sales@shelfordheating.co.uk

www.shelfordheating.co.uk



Heating



Plumbing



Renewables



Bathrooms

MELBOURN PARISH COUNCIL
THE PAVILLON
THE MOOR
MELBOURN
HERTFORDSHIRE

SG8-6ED

11/05/2026

Account No.: 32603

Quotation No.: Q04643 - ASHP Remedial 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 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.

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Summary of Quoted Works:

- **Summary Introduction, Important Information, Site Set Up, Supervision & Waste including Approved Sub Contractors**
- The Electrical Installation works will be completed by our Contractor CAMBS Electrical who are registered & certified to undertake domestic electrical work & are registered to notify their work for Building Regulations compliance. The electrical services will be installed on the surface & when on show installed within a trunking. We do not allow within our costs to hide the services within the fabric of the Building. The Electrical Bonding will be checked & if it does not meet with the Regulations, you will be notified & advised of the costs to rectify, any further concerns will also be highlighted.
- Carry out & drain down medium heating system up to 15 rads to facilitate works associated with heating system.
- Move 2no. Heat Pumps to allow works to base.
- Remove redundant pipework & services.
- **Heat Pump Equipment**
- 1no. Heat pump base - Constructed with a Hard-Core Base, Sand & Cement with Slabs or Concrete Finish.
- 2no. Zeus Articulated Mounting Feet (Box of 4).
- 2no. Insulated Flowsetter 10-40L/Min.
- 4no. 1" Flat Face Extended Lever Ball Valve
- **Copper pipe Services & Associated Fittings**
- 28mm Copper Pipework - To replace plastic pipework to ASHP's.
- To Supply & Install Conex B Press hydraulic press fit fittings which is a leading press-fit system, offering a comprehensive & flexible range for all modern building services, providing easy, fast, cost effective & reliable joints. Heat free jointing – no hot works permits required & suitable for hot & cold services, heating system, with copper pipe services.
- **System Controls, Circulating Pump, Valves & Expansion Vessels**
- Complete the electrical wiring of new controls & associated works ensuring compliance with building regulations & electrical regulations.
- 1no. EPH RFR RF Room Stat.
- 1no. EPH R17-RF Single Channel RF Timeswitch.
- 1no. EPH R27-RF 2 Channel RF Timeswitch.

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- 1no. EPG Gateway Dual Band, The GW04 Gateway is Used to Connect your EPH Compatible Wireless Systems to the EMBER app. It Utilises RF Communication to Connect to your Heating Controls Whilst Connecting to the EMBER Cloud Server via your Home Wi-Fi Network. It is Compatible with both 2.4GHz & 5GHz Wireless Networks.
- 1no. Lockable/Tamperproof Programmer Case.
- 1no. Lockable/Tamperproof Room Stat Case.
- **Insulation, Clips, Trunking Systems, Channel Systems, Ducting**
- Black Lagging Sealant.
- 28mm x 19mm x 1mtr Primary Pro External Insulation.
- 2no. Black Trunking 2M Long.
- Pipe Insulation Climaflex Type (Grey) 28 X 19mm 2 Metre Length.
- **Commissioning, Certification & Warranties**
- Fill & vent heating system, ensuring air is release from all radiators & high points of the system & test for soundness.
- Provide instruction to customer on operation of equipment installed.
- Provide operation manuals.

The BUDGET cost of the installation as per our schedule is **£3,839.35** (Excluding VAT) and including all parts and labour.

VAT is calculated at 20% and this amount is **£767.87**

The Total Works including VAT is **£4,607.22**

Our rate for all trades is calculated at £75.00 Per hour Plus Vat.

All materials are Purchased from our suppliers often at reduced rates due to our Buying Agreements, these costs will be passed on with an additional uplift in line with our Standard structure which forms the basis of our Estimated costs.

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.

Sam Wilson - Installation Manager
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.
- 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 pipework (high quality plastic pipework when needed) along with Press fit, Selected Pushfit 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 0%. (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 Power flushing 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.
- **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 = £1,703.35 Plus Vat

Labour = £2,136.00 Plus Vat

25% Deposit If Applicable £1,151.81

Balance payable within 14 days of invoice £3,455.42

Total payable £4,607.22

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 £300.00 which has been limited due to the high charges associated with credit card payments.

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Acceptance

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MELBOURN
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Deposit of £1,151.81

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:

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