

Date of Measure	Tuesday 15/4/14	Time	9 - 9:30am
Customer Name	Hamilton King Management Ltd	Estimator	Canice
Site Address		Customer Address (if Different)	
Communal Areas		Joseph House,	
30 Vicarage Road		2c Florence Avenue	
KT1 4ED		Enfield	
Access via Tobin Joint in Flat 4		EN2 8DE	
07780-710503		Att: Laura Cody	
Home No:		Work No:	020-8351-4496
Mobile No:		Fax No:	020-8363-4810
Site No:		Other:	
Email:	lc@hamiltonking.co.uk		

Works Order No: LC-6165 Southern Land Securities Ltd

Communal Stairs & Landings – Quote for Hawthorn as usual

<p>Floor: Wood / Concrete / other: _____</p> <p>S/edge: Wood / Concrete / No Pin / Existing (if existing, allow _____ Sticks to supplement where necessary)</p> <p>Sticking req: Yes / No (Type) Fastset/ Gripfill / PA5</p> <p>Underlay: Re-use Existing / New required</p> <p>Type: 42oz Felt / PU Foam / Luxury PU Foam Fomalux / Low Tog / Durafit</p> <p>Doorbars: Alloy / Anod / Solid Brass / Polished Ali /Satin Ali / Chrome / Nisheen / Seam / Wood T/Holds: Colour _____</p> <p>Door Clearance: OK / LOW (advise on quote)</p>	<p>Uplift: No / Yes (if yes, what type) _____</p> <p>Furniture: No / Yes (if yes, please specify the following) 1 Man / 2 Men (Fitter to get paid) £ _____ Total / per room</p> <p>Parking Cost: Free / £ _____ per Hour</p> <p>Parking Restrictions: (Type) _____</p> <p>Access: Easy / Hard / 2 Men Req / _____ Floor</p> <p>Runners: Whipping / Binding (if binding specify type)</p> <p>Tape Size: 1½" / 2" / 3" / 5"</p> <p>Style : Top Taping / Side Binding</p> <p>Stairrods: Type _____ No. _____ Size _____</p>
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Other Comments :-

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Other Comments :-



WORKS ORDER

To: MRCARPET 70 Lower Richmond Road Putney London SW15 1LL	Order N^o.	LC- 6165
	Date:	27 March 2014
	From:	Laura Cody

Supply Address	Invoice Details
30 Vicarage Road Hampton Wick Kingston upon Thames Surrey KT1 4ED Contact: Tel:	Southern Land Securities Limited c/o Hamilton King Management Limited Joseph House 2C Florence Avenue Enfield EN2 8DE

Instructions
<p>Carpets</p> <p>Please arrange to attend the above property we have been made aware that the crpet requires replacement and is dangerous in some areas. Please make as safe as possible the dangerous areas.</p> <p>To arrange access please call Ms Morton on 07787512974</p> <p>Many Thanks</p> <p style="text-align: center;">**</p>

CONTRACTOR NOTES- PLEASE REFER TO SECOND PAGE OF THIS ORDER

NOTES TO CONTRACTOR:

- **Quoting the Works Order Number on Invoices:**
We cannot issue payments if you fail to quote our Works Order Number on your invoice.
- **CIS Requirements:**
Under H M Revenue & Customs guidelines, as outlined in CIS340, Guide for Contractors and Subcontractors, Southern Land Securities is a registered contractor. All payments made to contractors carrying out maintenance works, covered by the scheme, will be made in accordance with CIS rules. These are:
 - *Gross Recipients will be paid without deduction.*
 - *Net Recipients or not CIS registered will be paid under deduction as determined by HMRC. Where this applies, the value of the works, excluding VAT (if applicable), needs to be split between the cost to you of the materials used and the rest of the invoice value. If required, copies of the invoices for the purchase of materials can be requested. The split should be provided on separate contractor headed paper.*
Should you require any further information or clarification in this regard, please contact our Accounts Office on 0161 980 2000.
- **Notification of Delayed Works:**
All work instructions (not quotation requests) should be undertaken within 7 days of the date of the official Works Order, or other stipulated date. The contractor is required to immediately advise Hamilton King Limited, in writing, of any delay. Failure to do so will result in the contractor no longer being used by Hamilton King Management Limited.
- **Asbestos Awareness:**
All contractors are strongly advised to contact the Estates Office at Hamilton King to establish the precise location of any asbestos containing materials identified by any previously undertaken survey, prior to the commencement of any works that could expose their workforce to asbestos containing material.
- **Risk Assessments:**
You must undertake your own risk assessment as we have no records of any safety equipment on site.
- **Defects/Problems noted:**
Please report immediately to the Estates Office any defects/problems you may notice whilst on site.
- **Public Liability Insurance:**
Please submit a copy of your current Public Liability insurance cover if you have not already done so.
- **Agents/Principals:**
It should be understood that Hamilton King Management Limited act as Agents and not Principals.