

# Howard de Walden Estates Limited

23 Queen Anne Street, London, W1G 9DL

Telephone: 020 7580 3163

Fax: 020 7436 8152

**Maintenance Call Number:** 1190200006178 - 952

**Issue Date:** 01/03/2018

**Contractor:** MR CARPET LTD

**Keys must be returned to the office every day.**

**Job Address:** QUEEN ANNE ST 23 WORK ORDERS, W1G 9DL

**Flat/Suite/Location:** HEAD OFFICE USE

**Contact Details for Access:**

**Main Phone No.:**

**Work Phone No.:**

**Mobile Phone No.:**

**E-mail Address:**

**Before entering any property make your presence known regardless of whether you have been informed of vacant  
1) Use intercom system first before entering common parts, 2) before using key knock on entrance door and wait 3  
second time before using key to open door, 4) on opening door and before entering flat make your presence know  
"Howard de Walden".**

**Work Required:**

INSTRUCTION FROM DEXTER

S EMAIL QUOTE - SUPPLY FIT NEW 17MM COIR MATTING NATURAL STONE 35mm2 @ £112.00 + vat Fitting  
FOC  
TO BE FITTED 07.03.2018 BASEMENT ENTRANCE

**Signed by** DEXTER BEEKMEYER

**Please quote our Order Number and Costing Reference on your invoice**

**Order No.:** 1190200006178 - 952

**TENANT:**

**Costing Ref:** 5988-11902-32410-

Maintenance Department

Howard de Walden Estates Limited

Direct Tel. Nos.: 020 7290 0963

020 7290 0964

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COPY

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**PLEASE RETURN THIS COPY WITH YOUR INVOICE**

# The Howard de Walden Estate

23 Queen Anne Street, London, W1G 9DL

020 7290 0963/64/76

email: maintenance@hdwe.co.uk

www.hdwe.co.uk

**THE  
HOWARD  
de  
WALDEN  
ESTATE**

Address: **QUEEN ANNE ST 23 WORK ORDERS  
HEAD OFFICE USE**

We attended today on behalf of HdWE to

A repair has been completed. Details -

A temporary repair has been done: we will be in touch to arrange a further appointment.

A repair was not possible as -

**MR CARPET LTD**

Date: \_\_\_\_\_ Time: \_\_\_\_\_