

## Quote / Work Order

Job Ref No:

Date:

Time:

Work:

Site Address:

Tenant Name:

Access Notes:

Agreed Price:

(or contact us for the extra allowance if required)

Brief Job Description:

**Important note:** Please ask your team to present themselves as British Maintenance, otherwise the agency will not allow access.)

Job Description:

Contractor Business Name:

Contractor Tel:

Contractor E-mail:

**\*\*\* IMPORTANT NOTE:** (If you do not adhere to the instructions below it may jeopardise our ability to pay your invoice partly or in full)

- a) Engineers must obtain a signature from the tenant before they leave the site by asking the tenant to sign our job sheet link sent to their mobile phone.
- b) DO NOT discuss costs and payments with tenants.
- c) DO NOT take instructions from tenants regarding these works.
- d) DO NOT exceed the estimated cost of works shown unless instructed by us.
- e) Estimate for replacement items on a like for like basis unless otherwise instructed by us

**\*\*\* IMPORTANT REMINDER:**

Please let us know if any of these below applies:

- If you are too busy to undertake this job at this time
- If you have been asked to provide a report or quote that will incur a charge PRIOR to any visit to the property.
- Once you have attended the property, please provide before and after photos.
- Please note that all invoices should be itemised (Material / Labour)
- Please forward any warranties, guarantees or certification to BRITISH MAINTENANCE, together with the invoice.



**Please do not discuss costs or quote with tenants as this is confidential information**  
**When you arrive to any of our sites please introduce yourself as BRITISH MAINTENANCE operative**

You are required to read and agree all terms and conditions below before proceeding with any job we send you. Should you have any queries about any of the terms below then you are expected to reply back to the same email where the work order is sent from or contact us on 0333 323 7676. If you proceed with the job we will presume that you have read and agreed to all the terms and conditions below in full. The terms and conditions below also apply in full in the events where we accepted your quotation for work estimates prior to work.

For legal purposes in this agreement below;

You (The Subcontractor who agrees to the terms below to perform jobs we send you)

BRITISH MAINTENANCE (The legal name is BRITISH MAINTENANCE LTD, the company of which sending you the jobs) Please ensure that you follow the protocols below. Failure to do so could jeopardize our ability to pay your invoices promptly.

- You are required to forward on to us any warranties, guarantees or certification, together with the invoice following the jobs completed.
- You confirm you do hold public liability insurance.
- You agree you shall, at your own expense obtain all permits necessary for the work to be performed (Parking, congestion charge or Low Zone Commission)
- You agree that all work should be completed in a workmanship like manner and in compliance with all building codes and other applicable laws
- To the extent required by law, 'You' agree that all work shall be performed by you or your subcontractor individuals duly licensed and authorized by law to perform said work.
- You may at your own discretion engage other subcontractors to perform work here-under, providing you fully pay the subcontractors their invoice and tax, inform BRITISH MAINTENANCE of their appointment and in all instances remain responsible for the proper completion of this contract
- You must ensure you are adequately insured for injury of your own employees and others incurring loss or injury as a result of yours, your employees and your own subcontractors act.
- You agree to remove all debris and leave the premises in broom clean condition or your invoice may not be paid as compensation.
- The reasonable work warranty you must provide shall cover your work for a minimum of (6) months. We expect you to return and rectify at no extra cost. If you refuse to do so we will be within our rights to hire a different contractor to rectify the work and send you the full invoice.
- You agree to the rates set out on the work orders we send you. If there are no rates on the work order this means we expect a free of charge quotation from yourself. Any approved quotes by us must be in writing via email.
- You agree that where BRITISH MAINTENANCE granted you (The contractor) funds to carry out work, you will be expected to carry out the work as stated on the work order. If the repair is not carried out, then you are unable to invoice BRITISH MAINTENANCE either part invoice nor full invoice. BRITISH MAINTENANCE reserves the right to ask another contractor to undertake this work and will not be held liable for any money charges by you (The contractor) including call-out fees.
- You agree BRITISH MAINTENANCE will only settle your invoice as long as the tenant / occupier has provided a signature to approve the job sheet. Without signature you may be required to return to the site to obtain a signature. In some circumstances and where the property is vacant, we require signature from the local letting agency. You also agree to provide images taken of work completed and proof of material purchase if you purchase material for our jobs.
- You must forward your invoice to BRITISH MAINTENANCE within twelve days only from the day the work is deemed completed. All invoices must be sent to [wo@britishmaintenance.org](mailto:wo@britishmaintenance.org).
- BRITISH MAINTENANCE reserves the right to reject invoices over twelve days old from the day the work is deemed completed.
- BRITISH MAINTENANCE will endeavour to settle your invoice as soon as it is received, however we reserve the right to settle your invoice within twenty-eight days as long as the invoice amount is correct, and the occupier has provided a signature to approve the work completed.
- You agree to BRITISH MAINTENANCE to deduct twelve point eight (12.8%) percent introduction fee and maintenance coordination fee from every invoice you send us.
- BRITISH MAINTENANCE has the right to deduct up-to seventy five percent loss and damages if the outcome of any work standard is unsatisfactory. Also, BRITISH MAINTENANCE has the right to cancel full invoice.