

1 Any Street  
Any Where  
Any Time  
Any Place

**Date:** Monday, June 11, 2007

**Re:** Sample Quote

**Quote No:** 3462      **Validity:** 30

## FAO A N Other

Dear Mr. Other,

As can be seen on page 2 of your Periodic Inspection and Test Report there are a number of non compliances that make your installation unsatisfactory.

I have pleasure in offering our quotation to rectify these non compliances for your perusal.

## Specification

### 1 Damaged Socket Outlet

The damaged socket outlet near the front entrance is showing signs of heat damage. This has been caused by the use of a 3.4kW panel heater being plugged into this socket. We recommend replacing this damaged socket and adding a dedicated heating circuit to include isolation via a 20amp double pole switch isolator.



**The cost for the above will be: *Sample Only* plus VAT**

## Inclusions

- i) Labour.
- ii) Plant.
- iii) Normal hours of work.

## Exclusions

- i) VAT.
- ii) Out of hours working.

This quotation is valid for a period of 30 days from today's date.

Yours sincerely

J Edwards  
Director