

Building & Refurbishment Contractor
9a Railway Street, Chelmsford, Essex CM1 1QS
Tel: 01245 262019 Fax: 01245 280435
info@hartprojects.co.uk www.hartprojects.co.uk
Part of the Hart Group of Companies

58 Osbaldeston Road
London N16 7DR

Date 10/06/10

Dear Peter

Completions of Work Form / Sign Off

We hope that you are happy with the work we have undertaken at your premises and that it has been completed to your satisfaction.

Before we can send the invoice we would be grateful if you could complete the form below.

We would like to say thank you for allowing us to work on your project and should you need any other works then please do not hesitate to contact us.

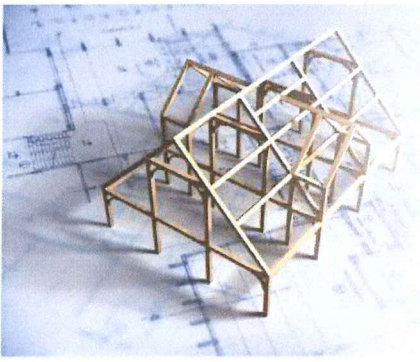
We can undertake any refurbishment works which include the following;

*Commercial/Domestic Painting and Decorating Services • General Refurbishment • Washrooms
• Partitioning • Suspended Ceilings • Floors • Furniture • Floor Coverings • Blinds • Storage*

Yours sincerely,

Chris Davy
Director

Office: 01245-262019
M: 07879-043374
E: chris@hartprojects.co.uk



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Job No: HP3340

Site Address: 58 Osbaldeston Road

Project Details: Carpentry and Refurbishment Works in HMO

Start Date & Duration of Works: 22nd March 2010. 10 weeks

Please rate the following on a scale between 1-6:

Has the work been completed to your satisfaction?

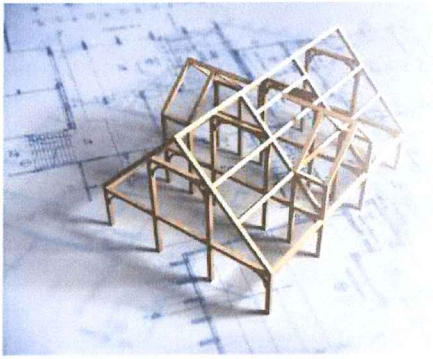
1	2	3	4	5	6
Poor					Excellent
					x

How do you feel we dealt with your work?

1	2	3	4	5	6
Poor					Excellent
				x	

What is your feedback on our staff?

1	2	3	4	5	6
Poor					Excellent
				x	



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Can Hart Projects improve on their service or quality of work in any way?

I'm generally very happy with the work, and in particular with the communication and conscientiousness of the office staff, and with the speed with which you responded to the issues and concerns that inevitably crop up when work is undertaken in occupied premises.

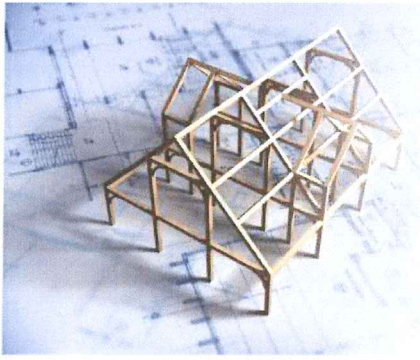
My one criticism is that the replacement of the doors and frames was more difficult than we had anticipated, and I would have liked to have been in a position to explain to my tenants more clearly why we weren't able to proceed in a more orderly fashion, rather than having no labour on site for significant periods of time, followed by working at weekends and late into the evening to meet our deadlines.

Is there any further work that you may need in the future?

I've requested a quote from you for the redecoration of the outside of the house, and am anticipating inviting you to tender for the conversion of the basement to a self-contained flat in the next 6-9 months. I'll keep you informed of progress on this!

Would you recommend us to any friends, colleagues, associates? If so who?

Yes. I have no one specific in mind (and Devon is a long way to travel to...)



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Please indicate if Hart may use this reference to help in marketing new clients: YES

I confirm that the works have been completed to my satisfaction and agree that the invoice can now be issued.

Signed: Peter McIlven

Dated: 10th June 2010

Please return by:

Post: Hart Projects, 9a Railway Street, Chelmsford, Essex CM1 1QS
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