

Rural Community Council of Essex
Threshelfords Business Park
Inworth Road
Feering
Essex CO5 9SE

Dear Sue,

Please carry out an Energy Efficiency Audit at:

Address

.....

.....

The completed audit report should be sent to:

Name:

Address:

.....

.....

I/We agree that the fee of £250.00 will be payable within 30 days of receipt of the report (*an invoice will be sent with the report*).

Signed:

Name:

Date:

On behalf of the Management Committee.

For Administration purposes only:

Date Audit completed:

Date report sent :

Invoice number and date

Date payment received:

Comments: