

RCCE, Threshelfords Business Park
Inworth Road, Feering, CO5 9SE



Dear Sue,

Please carry out an Energy Efficiency Audit at:

Address

.....

.....

The completed audit report should be sent to:

Name:

Address:

.....

Tel No.

Email address

I/We agree that the fee of £500.00 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 Received:
Appointment:
Date Audit completed:
Date report sent :
Invoice number and date
Date payment received:
Comments: