

23-May-2017

MISS GWENDOLYN VIALS MOORE
2 CORONATION DRIVE
CROSBY
LIVERPOOL
LIVERPOOL
L23 3BN

Ref number VIA0001
Service Order Number: SBC987477

Dear MISS GWENDOLYN VIALS MOORE

Overdue Servicing of Electrical / Lifting Equipment on Loan

According to our records, you have received a delivery of equipment from Sefton Community Equipment Service (C.E.S.) that has to be serviced and maintained by us on a regular basis to comply with Health & Safety legislation. As appointed service engineers for Sefton C.E.S., we have attempted to contact you, but have been unable to make an appointment for a service visit.

It is essential that we gain access to service and maintain this equipment. When you took delivery of it, by signing the loan documentaton you agree to the Terms & Conditions which state that "...as a condition of loan, you must allow Sefton C.E.S. or its nominated contractors / agents to access the equipment for regular inspection and repairs."

I would appreciate it if you could contact RossCare on 0151 653 6¹⁶76 so that we can arrange a convenient appointment to service and maintain the equipment on loan to you.

Yours Sincerely,

Ross Care - Service Provider on behalf of Sefton Community Equipment Service

Called CRAIG 31.5.17
+28.9
No Appx - Tracy Will Call BACK
in 2 wks