



13-21 High Street Guildford Surrey GU1 3DG Tel: 01483 456 231 www.amgltd.co.uk

REQUEST FOR WORKS

To: [JobContractor]

AMG Ref: [AMG Ref]

Date: [Todays Date]

Client: [Client Name]

PROPERTY ADDRESS

[Addr 1]

[Addr 2]

[Addr 3]

[Town]

[County]

[Postcode]

KEYHOLDING ESTATE AGENT

[Keyholder Estate Agents Name]

[Keyholder Estate Agents Address]

[Keyholder Estate Agents Town]

[Keyholder Estate Agents County]

[Keyholder Estate Agents Postcode]

[Keyholder Estate Agents Tel]

PLEASE CARRY OUT THE FOLLOWING WORKS:

[JobDescription]

Cost: £ [JobCost] + VAT

PLEASE CONFIRM RECEIPT OF THIS INSTRUCTION AND ADVISE THE DATE YOU WILL BE CARRYING OUT / COMMENCING THE WORKS.

Thank you for your assistance.

[User Name]

THE ASSET MANAGEMENT GROUP