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Date: [Todays Date]

QUOTE REQUEST

To:	[Quote Contractor]	AMG Ref:	[AMG Ref]
Client Ref:	[Client Ref]	Account No.:	[Client Ref] ([Account Ref])

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 PROVIDE US WITH A QUOTE FOR THE FOLLOWING:

[Description]

PLEASE CONFIRM RECEIPT OF THIS INSTRUCTION & ADVISE WHEN THE QUOTE IS TO BE EXPECTED.

Thank you for your assistance.

[User Name]
THE ASSET MANAGEMENT GROUP