

# Hamptons

THE HOME EXPERTS

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## WORKS ORDER

**Client:** Paul Andrew Hoffman & Lyn Margaret Hoffman  
**Client No:** C545450  
**Property:** 7 Garricks Villa, Hampton Court Road, Hampton,  
TW12 2EJ

**Instructed By:** Nick Summerfield  
**Date:** 21/05/2024  
**Works ref:** W544830  
**Purchase order:** 1617002  
**Supplier a/c no:** C985023

<b>Instruction:</b>	The tenant has reported an issue with the washing machine, please send an engineer to fix on site or provide a quote if further works are needed.
<b>Access:</b>	Please call the tenant Mary on 07730877736
<b>Tenant / Occupant:</b>	
<b>Contact details:</b>	Mobile:
	Phone:
	Email:
IT IS IMPORTANT THAT YOU DO NOT CARRY OUT FURTHER WORKS THAN INSTRUCTED ABOVE WITHOUT THE FULL AUTHORISATION OF THE INSTRUCTOR NAMED ABOVE OR OTHER AUTHORISED STAFF WITHIN THIS OFFICE.	
<b>Please Charge To:</b>	Paul Andrew Hoffman & Lyn Margaret Hoffman c/o Hamptons International. <a href="mailto:pminvoices@hamptons-int.com">pminvoices@hamptons-int.com</a> <b>All invoices should be presented in .pdf format and include the purchase order number to the above email address for prompt payment</b>