

# Hamptons

THE HOME EXPERTS

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## WORKS ORDER

**Client:** Mr Joseph Brian Holgate  
**Client No:** C664834  
**Property:** 32 Berridge Mews, London, NW6 1RF

**Instructed By:** Kellie Williams  
**Date:** 28/12/2023  
**Works ref:** W527016  
**Purchase order:** 1599016  
**Supplier a/c no:** C512358

<b>Instruction:</b>	The occupant has reported that the oven has fused and is no longer heating – only the fan works. Can you please advise when you can instruct an engineer to investigate.
<b>Access:</b>	Tenant
<b>Tenant / Occupant:</b>	Mears group
<b>Contact details:</b>	Mobile:
	Phone: 08001114447
	Email: Alex.Morley@mearsgroup.co.uk
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>	Mr Joseph Brian Holgate  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>