

test
test
test
000



Property Services Ltd.

Head Office
Property Services Ltd
1 Penhurst Place
Carlisle Lane
London, SE1 7LF

0207 06 06 06 1
Co. No. 10508958
www.pslelectrical.co.uk

test
test
test
test
000

26-08-2017

Dear Sir/Madam,

RE: CODE 1 AND CODE 2 ELECTRICAL FAULTS AT test, test, test, test, 000

One of our Electrical Engineers attended your premises on 26-08-2017, as a customer of your business. While at your premises, he noticed a number of Code 1 (***'Danger present - risk of injury – immediate remedial action required'***) and/or Code 2 (***'Potentially dangerous – urgent remedial action required'***) electrical faults, and reported these verbally to a member of your staff. We are writing to you today to ensure that the owners of your business have been made aware of these faults.

The faults observed or suspected at your premises include:

- (i) test
- (ii) test
- (iii) test
- (iv) test

Photos of these faults have been taken, and are available on request.

At law, you are required to undertake a routine electrical inspection of your commercial premises annually and a full periodic inspection every 5 years or on change of owner/occupier. If you fail to discharge these obligations, and one of your employees or customers is injured as a result of an electrical fault, then you and your business may face civil and/or criminal liability.

If your premises have been inspected by a qualified electrician within the last 12 months, then you can either assume that this inspection was not adequate or that the faults observed arose after that inspection. Our Engineer has provided an estimate of the age of each of the faults listed above and this may help you to discern which of these two possibilities is the most likely.

In any event, in light of the existence of Code 1 and Code 2 faults, your premises are now in urgent need of a full periodic inspection. Our Engineer estimates that a Periodic Inspection of your premises ought to cost in the region of £ 0000, taking into account the size of the premises and the number of electrical points observed. This would not include the cost of remedying any faults discovered during that inspection.

While you may feel upset to have received this report from us, we are certain that you would prefer to spend a small amount of money now to fix a few serious electrical faults than to face civil and criminal liability further down the line, because you were unaware that your premises represent a serious threat to the health of your customers and staff.

Our company is one of the UK's fastest-growing providers of electrical maintenance services. All of our electricians are qualified at least to Level 3 and are members of the NICEIC. Based upon the observations made by our Electrical Engineer, we would be able to offer you the following service package, which we believe represents unrivalled value for money:

We will attend your premises for 000 hours at any time which suits your business (we work 24 hours a day, as we understand that it is often difficult to find time to shut off your electrical installation to undertake necessary maintenance and inspections), undertake a full Periodic Inspection of your premises, fix all of the Code 1 and 2 errors identified in this letter (labour and materials), and issue your business with the appropriate documentation to prove legal compliance, for the sum of £ 000 (fully inclusive of labour, materials and taxes, where applicable).

While we understand you may already have an electrician or electrical firm under contract, please bear in mind that it was our Engineer and not your electrician who brought these faults to your attention. In addition, it is highly unlikely that your electrician would agree to match the price quoted above, which we have discounted heavily in an attempt to win your custom.

If you would like to accept our quotation, please telephone our Head Office on 0207 06 06 06 1 quoting reference 000. You will be appointed a dedicated Customer Services manager who will liaise directly with you to arrange a suitable date and time to attend your premises and undertake the required work.

If you do not wish to proceed with this quotation, then there is no need to respond to this letter.

Yours faithfully,

A handwritten signature in dark ink, appearing to read 'Gary Stocker', with a horizontal line drawn underneath the signature.

Gary Stocker
Managing Director
Property Services Limited