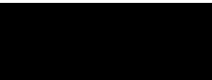


Whilst attending site contractors / operatives must wear a face mask and gloves at all times and must ensure that social distancing is adhered to. You are also required to display signage warning residents that works are being carried out in the vicinity. We may at any point request Covid-19 specific RAMS from contractors. Failure to produce this when requested will result in any works order being withdrawn.

AUTHORISED WORKS ORDER

Acting as Agent for:	Aldwick Place Residents Association Ltd		
Works Order No.		Date Issued	6 Dec 2021
Contractor	Greensmiths Ltd 19 Stanford Acre Littlehampton West Sussex BN17 7FN		
Property Address	Aldwick Place Bognor Regis, West Sussex, PO21 4AD		
Description of Works*	Removal of oak tree : Please obtain permission from the council for removal of the oak tree and once received remove the tree.		
Location			
Access and Special Instructions			
Authorised By	Kelly Mephram		

Health & Safety

You must ensure that you comply with all relevant Health & Safety legislation in carrying out the above works and carry out a risk assessment before starting work.

Photographs

If possible, please provide before and after time-stamped photographs of the job in order that we have a proper record of the repairs.

Invoicing

- Please address your invoice to the Client name and send to us at the address above.



- Please quote our Works Order No. clearly on your invoice.
- Invoices addressed to Hobdens Property Management Ltd will not be accepted.
- Your invoice must contain a unique invoice number in order for us to process it
-

Company Registration No. 4117283



VAT Registration No. 192 7929 16