



Member's claim form

08 MAY 2008
08/09

About filling in this form

- For details of costs you can claim for, see *Green Book* section 3.
- If you have any doubt about whether you can claim for a cost, please call 020 7219 1340.

397401

Your details

Name in CAPITAL LETTERS

AUSTIN MITCHELL

INV. A

514602

Constituency

GREAT GRIMSBY

514500

Office use only

Costc/Cat 2

M MITCAGR

Supp/Res ID

[Redacted]

Claim details

You can only claim for

- costs you have actually paid
- additional expenses wholly, exclusively and necessarily incurred to enable you to stay overnight away from your only or main home for the purpose of performing your Parliamentary duties.

5827658
AH 17/5/08

Please list

- all items costing £250 or more and include receipts – except for food, for which receipts are not required.

Please attach

- receipts or invoices for any hotel cost even if it is less than £250.

Period of claim

from 01/04/08

to 31/05/08 ✓

Total cost of hotel stays

attach all receipts

£ 1573 : 73 p ✓

Mortgage payments

(interest only) ~~08/08~~

£ 1573 : 73 p ✓

* 2 months - statement attached

Food

£ : p

Utilities

£ : p

Council Tax/Rates

£ : p

Telephone and telecommunications

£ : p

Cleaning

£ : p

Service/maintenance

£ : p

Repairs/insurance/security

£ : p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 3147 : 46 p ✓

362178

Sp 17/5/08

Bm

Details of second home *if applicable*

Address of
second home
for Additional
Costs Allowance

[Redacted]

[Redacted]

Postcode

[Redacted]

Declaration

I confirm that I incurred these costs wholly, exclusively and necessarily to enable me to stay overnight away from my only or main home for the purpose of performing my duties as a Member of Parliament.

Signature

[Redacted]

MP

Date

7-05-2008

Data protection

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Send your completed
form to

Validation Team, Operations Directorate,
Department of Finance & Administration, House of Commons, London SW1A 0AA



Member's claim form

28/09 19 JUN 2008

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Your details

Name in CAPITAL LETTERS

AUSTIN MITCHELL

INV. A423301

514602

Constituency

GREAT GRIMSBY

514500

Office use only

Costc/Cat 2

M MITCAGR

Supp/Res ID

[Redacted]

Claim details

You can only claim for

- costs you have actually paid
- additional expenses wholly, exclusively and necessarily incurred to enable you to stay overnight away from your only or main home for the purpose of performing your Parliamentary duties.

Please list

- all items costing £250 or more and include receipts – except for food, for which receipts are not required.

Please attach

- receipts or invoices for any hotel cost even if it is less than £250.

369561
BD 25/6

Period of claim

from 01/06/08

to 30/06/08 ✓

Total cost of hotel stays

£ : p

attach all receipts

Mortgage payments (interest only) ~~on rent~~

£ 1573 : 73 p ✓

- statement previously provided.

Food

£ : p

Utilities

£ 160 : 41 p ✓

GAS 5833667

Council Tax/Rates

£ : p

RS 24/06/08

Telephone and telecommunications

£ : p

Cleaning

£ : p

Service/maintenance

£ : p

Repairs/insurance/security

£ 109 : 79 p ✓

House insurance per month
Ground rent 23/3/08 - 23/6/08

Other

£ 478 : 00 p ✓

▶ please specify Washing Machine

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 3445 : 68 p ✓

Details of second home *if applicable*

**Address of
second home**
*for Additional
Costs Allowance*

[Redacted]

[Redacted]

Postcode

[Redacted]

Declaration

I confirm that I incurred these costs wholly, exclusively and necessarily to enable me to stay overnight away from my only or main home for the purpose of performing my duties as a Member of Parliament.

Signature

[Redacted]

MP

Date

16-06-08

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form to**

Validation Team, Operations Directorate,
Department of Finance & Administration, House of Commons, London SW1A 0AA

491

10111

Mr & Mrs MITCHELL

[Redacted]

[Redacted]

101 111



[Handwritten scribble]

010124 payment out

Did you forget to pay your bill?

Dear Mr & Mrs Mitchell

You may have just overlooked it, but **your gas bill for £160.41 is overdue.**

How to make your payment.

We offer a number of convenient ways for you to pay your bill. Please see the reverse of this letter for more information.

Paid recently?

If you've paid this bill in full in the last 14 days, please ignore this letter. The payment has probably crossed with it in the post.

You don't need to call and confirm that we've received the payment; it will be shown on your next quarterly bill. To get an up-to-date view of your account, register online at britishgas.co.uk/billing.

Recently provided your meter reading?

If you've already given us a meter reading in the last 14 days you can ignore this letter because an amended bill is on way.

More easy ways to pay.

We offer a number of ways for you to keep your payments up to date. You can sign up for our paperless billing service at britishgas.co.uk and manage your entire account online, or pay by phone, card, cheque or direct debit, whichever is most convenient for you.

Trouble paying?

If you're having difficulty paying your bill, please call us immediately on 0845 955 5300 so we can discuss how to help you.

Thank you for choosing British Gas. We look forward to receiving your payment shortly.

Yours sincerely

[Redacted signature]

Phil Bentley
Managing Director

*Your call may be recorded and monitored for quality and compliance purposes

Contact us online at:
britishgas.co.uk/contactus

Call us on: 0845 955 5300*

Please make sure you have an up-to-date meter reading and your customer reference number to hand when you call.

Write to: British Gas, PO BOX 3055, Eastbourne, BN21 9FE

Your Customer Reference Number:

[Redacted]

Our Reference Number:

[Redacted]

Date:
3 June 2008

For energy supplied at

[Redacted]


John Lewis

John Lewis DirectPO BOX 19615
Erskine
PA8 6WUTelephone 08456 049 049
Fax 08456 049 050**johnlewis.com**
incorporating
John Lewis Corporate
and Waitrose Wine DirectMiss L. Mcdougall


03 June 2008 ✓

Dear Miss Mcdougall

Thank you for shopping at John Lewis Direct. This is to acknowledge that we've received the following order from you:

Web Ref	Title	Quantity	Each	Total
	Bosch Exxcel WAE28467 Washing Machine, White	1	£469.00	£469.00
	Disposal of old appliance on delivery of Bosch WAE28467	1	£9.00	£9.00
	Delivery: Standard Specialist Delivery			£0.00
			Total Payable	£478.00

Please note that acceptance of your order takes place when it leaves our warehouse, at which time your nominated account will be debited with the total amount of £478.00 (inc. VAT and delivery).

You can return your items for any reason up to 28 days after delivery. Further information can be found in the customer service section of our website and the despatch note included with your order. Please note that John Lewis Direct will bear the cost of returning the products.

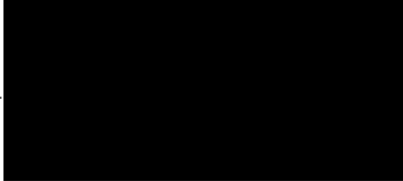


Security

We will never ask you to send any personal details via email. If we require such details, for security reasons we will ask you to contact us by phone. Should you receive an email claiming to be from John Lewis Direct requesting this kind of information, please do not respond to it but do let us know.

If you have any questions, please email us at customerservices@johnlewis.com or call us on 08456 049 049 between 7am and Midnight, 7 days a week.




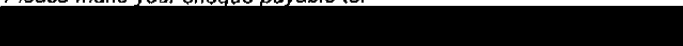
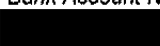
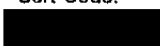


Property Management Tel [redacted]
 Fax [redacted]
 Email [redacted]

Linda & Austin Vernon Mitchell 	Acting as agents for: 
	Block 
	Address for Notices: Your landlords address for the purposes of S.47 & 48 of the, L&T Act'87 is as set out above

INVOICE


RECEIVED

13/03/2008


Premises: 		
Please make your cheque payable to: 	Bank Account Number: 	Sort Code: 
Reference: 	Invoice No: 	Date/Taxpoint: 13/03/2008

Date	Description	Paid	Net	VAT	C
25/03/2008	Ground Rent Qtrly in Advance 25/03/2008-23/06/2008	0.00	5.00	0.00	OS
25/03/2008	S/C on Acct Qtrly in Advance 25/03/2008-23/06/2008	0.00	1,118.75	0.00	OS

Code	Net	VAT	PREVIOUSLY PAID	0.00
OS Outside Scope	1,123.75	0.00	INVOICED NET	1,123.75
			VAT	0.00
			PREVIOUS ARREARS	0.00
			AMOUNT DUE	1,123.75

Please Return Reference: 
 Date/Taxpoint: 13/03/2008 Invoice No: 116435

Amount Due: 1,123.75

PAID BY CHEQUE

 103575
 £1123.75



Fixed Sum Loan Agreement regulated by the Consumer Credit Act 1974


Between **ROYAL & SUN ALLIANCE INSURANCE plc** ("us") of **ST MARK'S COURT, CHART WAY, HORSHAM, WEST SUSSEX, RH12 1XL** and the Customer named below ("you").

Name and address of Customer

Customer Name: Austin & Linda Mitchell

Customer Postal Address:  

Key Financial Information	
Amount of Credit	£1,242.98
Duration of Agreement	12 Months
Total Amount Payable	£1,317.48
Payable by 12 payments of £109.79 due on the 27th of each consecutive month	
APR	13.7 %

Other Financial Information	
Description of Insurance Policy Details	Home Insurance <input checked="" type="checkbox"/>
Policy Number	
Total Cash Price of the Policy	£1,242.98
Advance Payments	£0.00
Total Charge for Credit	£74.50
Interest Charges	£74.50
Fixed Interest Rate	6.0 %

Interest charges are calculated at the outset of the Agreement. An actuarial formula is used based upon the amount of Credit and the number and frequency of payments to determine the value of the repayments and the Interest Charges shown above.



08 AUG 2008

Member's claim form

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- If you have any doubt about whether you can claim for a cost, please call 020 7219 1340.

INV. A 528307
514602

Your details

Name in CAPITAL LETTERS

AUSTIN MITCHELL

Constituency

GREAT GRIMSBY

Office use only

Costs/Cat 2

M MITCAGR

Supp/Res ID

Claim details

You can only claim for

- costs you have actually paid
- additional expenses wholly, exclusively and necessarily incurred to enable you to stay overnight away from your only or main home for the purpose of performing your Parliamentary duties.
- all items costing £250 or more and include receipts – except for food, for which receipts are not required.
- receipts or invoices for any hotel cost even if it is less than £250.

Please list

Please attach

Period of claim

from 01/07/08 to 31/08/08

Total cost of hotel stays attach all receipts

£ : p

1573 : 73

Mortgage payments (interest only) or rent

£ 1573 : 73 p

July August

5842114

JM 13/08/08

Food

£ : p

Utilities

£ : p

Council Tax/Rates

£ : p

Telephone and telecommunications

£ : p

Cleaning

£ : p

Service/maintenance

£ : p

Repairs/insurance/security

£ : p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

378126

GP 13/8

Total

£ 3147 : 46 p

Details of second home *if applicable*

**Address of
second home**
for Additional
Costs Allowance

[Redacted]
[Redacted] Postcode [Redacted]

Declaration

I confirm that I incurred these costs wholly, exclusively and necessarily to enable me [Redacted] my [Redacted] or main home for the purpose of performing

Signature

[Redacted] MP

Date

07 August 2008

Data protection

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**Send your completed
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Validation Team, Operations Directorate,
Department of Finance & Administration, House of Commons, London SW1A 0AA



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- If you have any doubt about whether you can claim for a cost, please call 020 7219 1340.

514602
514500

Your details

Name in CAPITAL LETTERS

Austin Mitchell

Constituency

GREAT GRIMSBY

Office use only

Cost/Cat 2

M M I T C A G R

Supp/Res ID

Claim details

You can only claim for

- costs you have actually paid
- additional expenses wholly, exclusively and necessarily incurred to enable you to stay overnight away from your only or main home for the purpose of performing your Parliamentary duties.
- all items costing £250 or more and include receipts – except for food, for which receipts are not required.
- receipts or invoices for any hotel cost even if it is less than £250.

Please list

Please attach

386437
exp 9/10

Period of claim

from 01/09/08 to 30/09/08

Total cost of hotel stays
attach all receipts

£ : p

Mortgage payments
(interest only) or rent

£ 1573:73 p

✓ SEPT

Food

£ : p

Utilities

£ : p

Council Tax/Rates

£ : p

Telephone and telecommunications

£ : p

Cleaning

£ : p

Service/maintenance

£ : p

Repairs/insurance/security

£ : p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 1573:73 p

BM

5849284
CC
8/10/08

Details of second home *if applicable*

Address of
second home
for Additional
Costs Allowance

[Redacted]
[Redacted] Postcode [Redacted]

Declaration

I confirm that I incurred these costs wholly, exclusively and necessarily to enable
me [Redacted] or main home for the purpose of performing
my [Redacted]

Signature

[Redacted] MP

Date

1-10-08

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14 NOV 2008

Member's claim form

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575503

Your details

Name in CAPITAL LETTERS

Austin Mitchell

INV. A

514602

Constituency

Great Grimsby

514500

Office use only

Costs/Cat 2

M MITCAGR

Supp/Res ID



Claim details

You can only claim for

- costs you have actually paid
- additional expenses wholly, exclusively and necessarily incurred to enable you to stay overnight away from your only or main home for the purpose of performing your Parliamentary duties.

5855943

Please list

- all items costing £250 or more and include receipts – except for food, for which receipts are not required.

Sept 19/11

Please attach

- receipts or invoices for any hotel cost even if it is less than £250.

Period of claim

from 01/10/08 to 31/10/08

Total cost of hotel stays attach all receipts

£ : p

(interest only) or rent

£ 1573: 73 p Sept

Food

£ : p

Utilities

£ : p

Council Tax/Rates

£ : p

Telephone and telecommunications

£ : p

Cleaning

£ : p

Service/maintenance

£ : p

Repairs/insurance/security

£ : p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 1573: 73 p

continued on page 2

BM

Handwritten notes and stamps including '20 NOV 2008' and a signature.

Details of second home *If applicable*

**Address of
second home**
for Additional
Costs Allowance

[Redacted address line]
[Redacted address line]
[Redacted address line] Postcode [Redacted address line]

Declaration

I confirm that I incurred these costs wholly, exclusively and necessarily to enable me to stay overnight away from my only or main home for the purpose of performing my duties as a Member of Parliament.

Signature

[Redacted signature] MP

Date

11/11/08

Data protection

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23 DEC 2008

595603

Member's claim form

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INV. A
514602
514500

Your details

Name in CAPITAL LETTERS

AUSTIN MITCHELL

Constituency

GREAT GRIMSBY

Office use only

Costs/Cat 2

M M I T C A G R

Supp/Res ID

Claim details

You can only claim for

- costs you have actually paid
- additional expenses wholly, exclusively and necessarily incurred to enable you to stay overnight away from your only or main home for the purpose of performing your Parliamentary duties.
- all items costing £250 or more and include receipts – except for food, for which receipts are not required.
- receipts or invoices for any hotel cost even if it is less than £250.

Please list

Please attach

Period of claim

from 01 / 11 / 08 to 31 / 12 / 08

Total cost of hotel stays attach all receipts

£ 1432 : 38 p

Mortgage payments (interest only) or rent

£ 1151 : 69 p

Food

£ : p

Utilities

£ : p

Council Tax/Rates

£ : p

Telephone and telecommunications

£ : p

Cleaning

£ : p

Service/maintenance

£ : p

Repairs/insurance/security

£ : p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 2584 : 07 p

10
 ① No interest payment
 ② Dec interest payment

11/12/08
 05 JAN 2009

5862231
 02/10

Details of second home *if applicable***Address of
second home**
*for Additional
Costs Allowance*

[REDACTED]

[REDACTED]

Postcode

[REDACTED]

Declaration

I confirm that I incurred these costs wholly, exclusively and necessarily to enable me to stay overnight away from my only or main home for the purpose of performing my

[REDACTED]

Signature

MP

Date

17 December 2008

Data protection

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Member's claim form

- 2 FEB 2009

About filling in this form

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614704

Your details

Name in CAPITAL LETTERS

Austin Mitchell

INV. A

Constituency

Great Gimsby

514602

514500

Office use only

Costs/Cat 2

M MITCAGR

Supp/Res ID

Claim details

You can only claim for

- costs you have actually paid
- additional expenses wholly, exclusively and necessarily incurred to enable you to stay overnight away from your only or main home for the purpose of performing your Parliamentary duties.
- all items costing £250 or more and include receipts – except for food, for which receipts are not required.
- receipts or invoices for any hotel cost even if it is less than £250.

Please list

Please attach

5867278

op 4/2

Period of claim

from 01/01/09

to 31/01/09

Total cost of hotel stays attach all receipts

£ : p

(interest only) or rent

£ 1151 : 69 p

Jan Interest payment

Food

£ : p

Utilities

£ : p

Council Tax/Rates

£ : p

Telephone and telecommunications

£ : p

Cleaning

£ : p

Service/maintenance

£ : p

Repairs/insurance/security

£ : p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 1151 : 69 p

406300 CC 05/02

Details of second home *if applicable*

**Address of
second home**
for Additional
Costs Allowance

[Redacted]
[Redacted] Postcode

Declaration

I confirm that I incurred these costs wholly, exclusively and necessarily to enable me to stay overnight away from my only or main home for the purpose of performing my duties

Signature

[Redacted] MP

Date

28-01-09

Data protection

The House of Commons Administration will process the information you provide on this form for the purpose of administering and accounting for the Members' Estimate, making payments and keeping records in accordance with the rules agreed by the House of Commons and the Inland Revenue. The information will also be disclosed to the National Audit Office for audit purposes. The information may also be used within the House of Commons Administration or by its agents for the purpose of business analysis or research.

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Member's claim form

27 FEB 2009

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INV. A 630805
514602
514500

Your details

Name in CAPITAL LETTERS

AUSTIN MITCHELL

Constituency

GREAT GRIMSBY

Office use only

Costs/Cat 2

M MITCAGR

Supp/Res ID

Claim details

You can only claim for

- costs you have actually paid
- additional expenses wholly, exclusively and necessarily incurred to enable you to stay overnight away from your only or main home for the purpose of performing your Parliamentary duties.

RR
BC

Please list

- all items costing £250 or more and include receipts – except for food, for which receipts are not required.

Please attach

- receipts or invoices for any hotel cost even if it is less than £250.

Period of claim

from 01/02/09 to 28/02/09

Total cost of hotel stays
attach all receipts

£ : p

Mortgage payments
(interest only) or rent

£ 872:69 p

interest only - notice attached

Food

£ : p

Utilities

£ : p

Council Tax/Rates

£ : p

Telephone and telecommunications

£ : p

Cleaning

£ : p

Service/maintenance

£ : p

Repairs/insurance/
security

£ : p

Other

£ 74:99 p

please specify

Replacement kettle

Other

£ : p

please specify

Other

£ : p

please specify

Total

£ 947:68 p

Details of second home *If applicable*

Address of
second home
for Additional
Costs Allowance

[Redacted address] ✓
Postcode [Redacted]

Declaration

I confirm that I incurred these costs wholly, exclusively and necessarily to enable me to stay overnight away from my only or main home for the purpose of performing my duties as a Member of Parliament.

Signature

[Redacted signature] ✓ MP

Date

25-02-2009

Data protection

The House of Commons Administration will process the information you provide on this form for the purpose of administering and accounting for the Members' Estimate, making payments and keeping records in accordance with the rules agreed by the House of Commons and the Inland Revenue. The information will also be disclosed to the National Audit Office for audit purposes. The information may also be used within the House of Commons Administration or by its agents for the purpose of business analysis or research.

For the purposes of the Freedom of information Act 2000 the House of Commons Administration is a Public Authority and therefore the information it holds will fall within the scope of that Act.

Under the Data Protection Act 1998, you have the right to see and receive a copy of any personal data that the House of Commons Administration holds about you. If you have questions about the contents of this notice or how your information is handled or about your rights under the Data Protection Act 1998, please call our Data Protection Officer on 020 7219 2032, who acts on behalf of the Data Controller (the Clerk of the House).

Send your completed
form to

Validation Team, Operations Directorate,
Department of Finance & Administration, House of Commons, London SW1A 0AA

HOUSE OF FRASER
SHOP ONLINE AT WWW.HOUSEOFFRASER.CO.UK
VICTORIA
0844 800 3752
VAT NUMBER 259976879



SALES RECEIPT

BR SHALL ELECTRICAL
0630 5038061029697

TOTAL

£74.99

£74.99

£74.99

HOUSE OF FRASER ACCOUNT CARD

***** **

004208

AUTHORISATION
Please retain for your records

CHANGE

£0.00

THANK YOU FOR USING YOUR
HOUSE OF FRASER ACCOUNT CARD

YOUR SALES ADVISER WAS
SHABANA AKUJI

STORE NO.
TILL NO.
TRANS NO.

0802
565
18480

DATE
TIME
ADVS.R.NO.

09/02/09
17:21
404369



Member's claim form

12 MAR 2009

About filling in this form

- For details of costs you can claim for, see *Green Book* section 3
- If you have any doubt about whether you can claim for a cost, please call 020 7219 1340.

NV. A 640601
514602
514500

Your details

Name in CAPITAL LETTERS

AUSTIN MITCHELL

Constituency

GREAT GRIMSBY

Office use only

Cost/Cat 2

M MITCAGR

Supp/Res ID



Claim details

You can only claim for

- costs you have actually paid
- additional expenses wholly, exclusively and necessarily incurred to enable you to stay overnight away from your only or main home for the purpose of performing your Parliamentary duties.
- all items costing £250 or more and include receipts – except for food, for which receipts are not required.
- receipts or invoices for any hotel cost even if it is less than £250.

RR
BC

Please list

Please attach

5874567
S-S 19-3-09

Period of claim

from 01/03/09

to 12/03/09

Total cost of hotel stays

£ : p

attach all receipts

Mortgage payments (interest only) or rent

£ 872 : 69 p

notice provided last month

Food

£ : p

Utilities

£ : p

Council Tax/Rates

£ : p

Telephone and telecommunications

£ : p

Cleaning

£ : p

Service/maintenance

£ 4100 : 00 p

Replacement boiler - invoice

Repairs/insurance/security

£ : p

Other

£ : p

please specify

Other

£ : p

please specify

Other

£ : p

please specify

Total

£ 4972 : 69 p

Details of second home *if applicable*

**Address of
second home**
*for Additional
Costs Allowance*

[Redacted]
[Redacted] Postcode [Redacted]

Declaration

I confirm that I incurred these costs wholly, exclusively and necessarily to enable me to stay overnight away from my only or main home for the purpose of performing my duties as a Member of Parliament.

Signature

[Redacted]  MP

Date

10-03-2009

Data protection

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**Send your completed
form to**

Validation Team, Operations Directorate,
Department of Finance & Administration, House of Commons, London SW1A 0AA



Heating Services

Mobile: [Redacted]

Service & Maintenance Heating Plumbing 24 hr Emergency Breakdown Service

INVOICE/STATEMENT

To: Mr Austin Mitchell Ref: _____



Tax Point: _____

Date: 5th March 2009

~~VAT Registration No:~~

Description	Value
To Carry out a boiler change, all as my written quote of the 2nd March 2009	

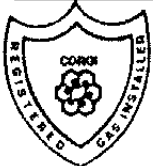
Payment on Completion

CHEQUE TO: [Redacted]

Total 4100:00

~~VAT~~ %

TOTAL INVOICE £4100:00



[REDACTED]
Heating Services
[REDACTED]

Tel: [REDACTED]

Mobile: [REDACTED]

Service & Maintenance Heating Plumbing 24 hr Emergency Breakdown Service

02 March 2009

Mr Austin Mitchell
[REDACTED]

Dear Mr Mitchell,

Following my visit and temporary repair to your existing boiler I have carried out a survey and the boiler to replace your existing boiler will be a Ravenheat CSI120. The physical dimensions of your existing boiler were just about squeezed in to the existing ceiling void the Ravenheat is the nearest physical dimensions we can get. Even this will mean the adaption of existing pipe-work to suit the new boiler. I hope on my visit that I explained everything as clearly as possible.

The works required are: to isolate all services and drain, to remove existing boiler and flue, isolate electrics, adapt pipe-work, hang new boiler, fit new flue to outside and because all boilers are now condensing boilers an extra pipe will be required to run the condense outside to drain. Reconnect boiler, flush, add commissioning fluid, refill boiler, commission boiler to manufacturers specification, clear all scrap/redundant materials from site, instruct yourselves into the proper use of boiler controls.

Inform Corgi that the work has been carried out they in turn will notify building control of the installation and certificate of completion will be forwarded to you from Corgi, you must keep this for future reference i.e. H.I.P.S. Packs Energy Performance Certificates.

The boiler has manufacturers three year guarantee provided it is serviced every year. The cost of these works will be £4100.00, payment on my completion.

Assuring you of my best attention at all times.

Yours faithfully
[REDACTED] [REDACTED]

