

## SITE SURVEY REPORT

# Job Quote Site Survey

|              |                 |
|--------------|-----------------|
| Prepared for | Ms L. Okoro     |
| Date         | 14 Oct 2026     |
| Site         | 22 Fernlea Road |
| Prepared by  | G. Walsh        |

FORM

Job Quote Site Survey

1. Customer and job

|                              |                                                                            |
|------------------------------|----------------------------------------------------------------------------|
| Project                      | 22 Fernlea Road: kitchen refit quote (completed example)                   |
| Client                       | Ms L. Okoro                                                                |
| Site                         | 22 Fernlea Road                                                            |
| Site address                 | 22 Fernlea Road, Norwich                                                   |
| Visit date                   | 14 Oct 2026                                                                |
| Time                         | 17:30                                                                      |
| Surveyed by                  | G. Walsh                                                                   |
| Customer phone               | 07700 900000                                                               |
| Customer email               | l.okoro@example.com                                                        |
| Type of job                  | Kitchen refit                                                              |
| What the customer wants      | Replace the unit doors and worktops, keep the carcasses, new sink and tap. |
| When they would like it done | 20 Nov 2026                                                                |

2. Measurements and items

Items or areas 1: Unit doors and drawer fronts

|              |                                                          |
|--------------|----------------------------------------------------------|
| Item or area | Unit doors and drawer fronts                             |
| Work needed  | Replace 14 doors and 4 drawer fronts, soft-close hinges. |
| Quantity     | 18                                                       |
| Unit         | Each                                                     |
| Measurements | Most doors 715 x 497 mm                                  |
| Materials    | Shaker doors, sage                                       |

## Photos



Illustrative stamp: 14 Oct  
2026 09:15 BST · sample  
GPS 51.5074, -0.1278.  
Original photo capture  
date/location unverified.

## Items or areas 2: Worktops

|                                       |                                   |
|---------------------------------------|-----------------------------------|
| Item or area                          | Worktops                          |
| Work needed                           | Remove laminate, fit 40 mm oak.   |
| Quantity                              | 5.8                               |
| Unit                                  | m                                 |
| Measurements                          | 3.2 m and 2.6 m runs, 600 mm deep |
| Materials                             | Oak worktop, oil finish           |
| Items or areas recorded               | 2                                 |
| Total measured area (m <sup>2</sup> ) | 0                                 |

## 3. Access and conditions

|                            |                                             |
|----------------------------|---------------------------------------------|
| Is there parking close by? | Yes                                         |
| Allowed working hours      | 8am to 5pm weekdays                         |
| Available on site          | Power, Water, Toilet                        |
| Things to plan for         | Pets, Waste removal                         |
| Notes                      | Dog to be kept in the garden while working. |

## 4. Options and price

### Options 1: Option A: doors and worktops

|                         |                                                   |
|-------------------------|---------------------------------------------------|
| Option                  | Option A: doors and worktops                      |
| What is included        | Doors, drawer fronts, oak worktops, sink and tap. |
| Price before VAT (£)    | 4850                                              |
| VAT                     | 20%                                               |
| Price including VAT (£) | 5820                                              |
| Lead time               | 3 weeks                                           |

### Options 2: Option B: doors only

|                                        |                                                              |
|----------------------------------------|--------------------------------------------------------------|
| Option                                 | Option B: doors only                                         |
| What is included                       | Doors and drawer fronts with new handles.                    |
| Price before VAT (£)                   | 2100                                                         |
| VAT                                    | 20%                                                          |
| Price including VAT (£)                | 2520                                                         |
| Lead time                              | 2 weeks                                                      |
| Options quoted                         | 2                                                            |
| Quote valid until                      | 14 Nov 2026                                                  |
| Days the quote is valid from the visit | 32                                                           |
| Deposit and payment terms              | 25% deposit on order, balance on completion.                 |
| Exclusions and assumptions             | Electrical and plumbing alterations beyond the sink and tap. |

## 5. Agreement

Is the customer agreeing the work at their home, or anywhere away from your business premises? Yes

Consumer Contracts Regulations 2013. A consumer can cancel a contract made away from your business premises without giving a reason; for a service the period ends 14 days after the day the contract is made (regulations 29 and 30). You must give them the cancellation information and a model cancellation form; if you do not, the period can run on for up to 12 months (regulation 31). Do not start work within the cancellation period unless they ask you to, on paper or by email (regulation 36).

|                                                                              |          |
|------------------------------------------------------------------------------|----------|
| Have you given the cancellation information and the model cancellation form? | Yes      |
| Has the customer asked, in writing, for work to start within the 14 days?    | No       |
| Option chosen, if agreed today                                               | Option A |
| Customer name                                                                | L. Okoro |
| Customer signature                                                           | L. Okoro |
| Surveyor name                                                                | G. Walsh |
| Surveyor signature                                                           | G. Walsh |