

Head Office: Hesketh Street, Preston, PR2 2RB

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Service Department: 01772 775711

Website: [www.jamesmercergroup.co.uk](http://www.jamesmercergroup.co.uk)

Our Ref: PC/EL/1068-22

14<sup>th</sup> October 2022

Mr John Richards  
2 Church View  
Eccleston  
CHESTER  
CH4 9HZ

Dear John,

**St Mary's Church, Eccleston**

Further to the forthcoming completion of the existing service contract year in connection with the above, we take pleasure in submitting hereunder our maintenance renewal details to cover the period 01.09.22 – 30.08.23 as follows.

To carry out annual servicing to plant and equipment as detailed on the enclosed schedule reference 1068-22 dated 14.10.2022.

**Prices: -**

**Boiler Plant** **£313.00**

**Air Handling Unit** **£183.00**

The above prices are nett, exclusive of VAT and assumes that all work would be carried out during normal working hours.

**NB – Would you please note that automatic renewal will be actioned on the relevant date unless we are advised to the contrary within 30 days of this letter.**

Should minor parts be required an additional charge would be made. If however major parts are required authorisation would be gained before proceeding.

Chairman: J. Moxham Managing Director: A. Moxham  
Directors: P. Catterall, S. Potter C.Eng., MCIBSE,  
J. Mayor, S. Moxham, P. Moxham, A. Lowe

Cont'd...

VAT Reg. No: 154 3089 70  
Registration No: 3917286  
Registered Office: As above

*Building Services Engineers*

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A priority breakdown service is applied to our maintenance contract holders together with access to our 24 hour a day 365 days per annum emergency call out cover.

We would like to take this opportunity to thank you for your custom over the previous year and trust that the above renewal details meet with your requirements.

Should you require any further information or assistance, please do not hesitate to contact the writer.

Yours sincerely

**pp THE JAMES MERCER GROUP LIMITED**

*P Catterall*

**P Catterall**  
**Director**

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