

# Charles Harding Lettings and Property Management

26 Commercial Road Swindon Wiltshire SN1 5NS  
Tel: 01793 430588 Email: carol@charles-harding.co.uk

Tri Ferris Electrical  
4 Lindisfarne  
Woodshaw  
Wootton Bassett  
Wiltshire  
SN4 8LQ

**Contractor Code:** DADC1189  
**Phone:**  
**Mobile:** 07931 240052  
**Fax:**  
**E-mail:** kev.ferris@btopenworld.co  
m  
**Date:** 07/06/2011

Tri Ferris Electrical

## WORKSHEET

**Job Number:**

424

**Re: Property:** P1830

14 Portland Avenue Okus SN1 4JW

**Billing Name:** Mr S Ready

**Date Reported:** 07/06/2011

**Estimate Required:** No

**Our Estimate:** £0.00

**Preferred Start Date:** N/A

**Go Ahead?** No

**Rating:** Urgent

### Contact for Access:

Charles Harding Lettings and Property Management  
Tel: Tel: 01793 430588 Email: carol@charles-harding.co.uk

### Description of Work:

Hi Kev

Further to our telephone conversation I would be grateful if you would collect keys from our office in Commercial Road.

Our tenants have reported that the light switch in the top floor shower room is not working.

Many thanks

Jenny