

SKYHIGH BUILDERS



Your Loft Conversion



SKYHIGH BUILDERS

PROPOSED LOFT CONVERSION

Your Guide

SKYHIGH BUILDERS

- One step closer
- Skyhigh Package Contents
- About us and what we do
- Trusted Professionals
- Client Services
- Total peace of mind

YOUR LOFT CONVERSION

You have already realised that the extra space needed for you and your family is already in your home and you are now one-step closer to seamlessly and cost effectively extending your property. Skyhigh Builders will provide you with a complete loft conversion package to provide you with a complete new living area without the hassle and expense of moving.

WHAT DOES A FULL SKYHIGH LOFT CONVERSION INCLUDE?

- Technical Survey
- Design, full working drawings and structural calculations complying to building regulations
- Planning permission if necessary
- Submissions to authorities or approved inspectors
- Full structure including floor, stairs, windows, walls, insulation
- Carpentry – Including skirting, architraves, doors
- Electrical and plumbing work as required
- Plaster finish

What does a full Skyhigh loft conversion include?

Technical Survey	1
Design	2
Planning Permission	3
Submissions	4
Full Structure	5
Carpentry	6
Electrical & Plumbing	7
Plaster Finish	8

ABOUT US AND WHAT WE DO

Skyhigh are loft conversion specialists in your area. We only specialise in loft conversions and therefore have a wealth of knowledge on all related issues such as designing, planning, building regulations and of course the construction. Predominantly, we are a family run business headed by Marvin Skyers.

We concentrate on specific areas within London. You can be confident that by choosing Skyhigh Builders you have chosen a reputable company with the skill, expertise and client services to meet your requirements and manage the project every step of the way.

Building a loft conversion is complex and requires careful planning. Skyhigh are unique in that we will manage the whole project for you by using tried and trusted professionals and experienced personnel to manage the project – from plans through to completion.

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YOUR LOFT CONVERSION

Skyhigh surveyors, architects and structural engineers are technical experts. They will design your loft conversion, bearing in mind your requirements and what your ultimate aim is. Your loft conversion will be designed and calculated to meet stringent building regulations.

Materials will be delivered to your property direct by our suppliers or our own people using own transport, mostly transferred direct into the loft and not through your house.



Your installation will be carried out by reliable and experienced trades people. We do not use 'casual labour' and every single person working on your installation will have been vetted by Skyhigh.

Approved inspectors or the local authority building inspectors will inspect each installation throughout for your satisfaction and total peace of mind.

Skyhigh do very little advertising as the majority of our clients are recommended, from our satisfied clients.

We will not just build your loft conversion, we will manage the whole project on your behalf by appointing various teams to look after every single stage of the Skyhigh loft process. You will have



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PLANNING

If planning permission is required, we will secure this on your behalf.

The general rule is that if your property is a flat, a listed building, situated in a conservation area, or if you have had ground floor extensions, planning permission will be required. If it is not, you may be able to extend your property without applying for planning permission. There are other different factors to consider but our surveyor will be able to advise further on this.



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BUILDING REGULATIONS

Building regulations applies to any structural work or alterations, including a loft conversion. The regulations are in place to ensure the highest level of workmanship is carried out and in accordance with the regulations.

First of all, plans and calculations are submitted to a government approved building inspection company or the local council. When approval is given, we will then be able to schedule in your work.

Once the work has started, we will arrange for a building inspector to check various stages of the construction work including the installation of steels, insulation and compliance with fire regulations. When the work is complete a final check will be made and a completion certificate will be issued.

Sky High Builders will submit all applications and make arrangements for the inspections on your behalf.

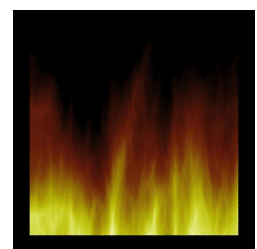
Please note that the fee for planning and building regulations are not included in this quote – We will request a separate cheque for this amount, made payable to the relevant authority or company.



FIRE REGULATIONS

Fire regulations, as specified by the local authority, means we comply with the following requirements:

- Fire protection to the steel beams of the suspended floor.
- The use of half hour fully fire resistant high density boarding to BS5669.
- Any upgrading required to the existing bedroom ceilings.
- Providing class 1 flame spread to all new walls and ceilings.
- Automatic self-closures fitted to doors leading onto the stairwell.
- Smoke alarm/s fitted in a suitable position on every floor.
- The supply and installation of a Velux fire escape window when required.
- To change clear glass to a Georgian wired glass, in and above the doors off the stairwell, if applicable.



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SCAFFOLDING & SKIPS

Independent tubular access (scaffolding) will be erected to the exterior of the property approximately two weeks before commencement of the works to facilitate access. Initially, access to the loft space for fitters and materials will be from the scaffolding, through an external opening (which will be weather proofed) to contract and will be removed following completion of the work. Scaffolding costs are included in the quote.

We will obtain the necessary skip permit on your behalf at no additional costs to yourself.



REAR DORMER



The Dormer is a structure projecting from the roof slope, which lets in additional light and ventilation to the loft conversion. A dormer will also enable additional headroom.

It will be constructed to the rear of your loft room, the cheeks, together with the front panel around the window of the dormer will be clad in tile of slate, the choice being dependent on how best to retain the character of your home.

The roof, although appearing flat, will slope to the edge of the dormer to allow rainwater to flow away freely. The surface of the roof will be weatherproofed with three layers of roofing felt bonded together with hot bitumen and faced with elastomeric green mineral covering.

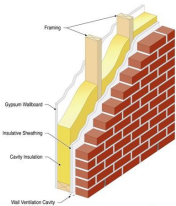
Fascia boards and soffits will be either traditional timber or upvc whichever is the most suited to your home. Gutters and downpipes will be black plastic.

FLOORING

The new floor will be of the suspended type. This ensures that the new load is not supported by the existing ceiling joists leading to the elimination of vibration and cracked ceiling.

Structural timber joists together with steel or timber beams will be installed. Tongue and grooved high-density board will be fixed on to the new suspended floor joists. The tongue and grooved joints prevent gaps between the boards and ensure a flat finish.

WALLS, CEILINGS AND INSULATION



The walls and ceilings will be lined with 900mm by 1800mm plasterboard. All joints will be skimmed with fibreglass skim to prevent cracks. The walls and ceiling will have two layers of finish plaster to ensure a smooth surface ready for decoration.

Celotex multi-purpose insulation boards will be used which comply with buildings and fire regulations.

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STORAGE AREA

The storage area will be located behind the access wall to utilise the space in the eaves. This will be floored and fitted with an electric light and door, providing convenient, safe and practical access. The roof eaves in storage area will remain as originally built providing essential airflow to the roof area.



CARPENTRY

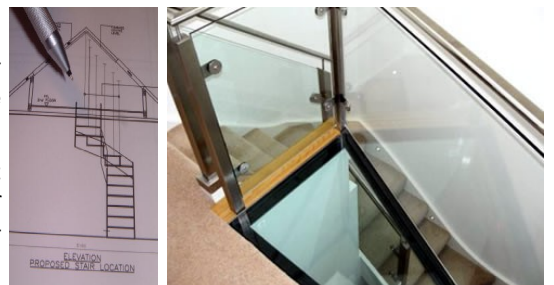
Supply and install skirting and architraves to door openings throughout the loft area. Supply and install 30 minute fire resistant timber doors to habitable rooms within the converted area. Provide and fix self closing devices to all doors to comply with the fire regulations.

All new woodwork will match as near as possible to your existing woodwork.

STAIRS OVER EXISTING STAIRS

Access to the conversion will be via a new traditional staircase positioned over the existing flight. Your new staircase will be individually designed and made to suit your situation and will be fitted with a handrail, newel post/s and spindles to match the original flight of stairs whenever possible.

The hand-made staircase will be constructed and installed in accordance with current Building & Fire Regulations which also specify that a 30-minute fire-check door should be fitted at either the foot or top of the stairs with a self-closing device or rising butt hinges.



DAYLIGHT AND VENTILATION

All habitable rooms in the loft conversion require light and ventilation. The installation of roof windows, in addition to other windows, will ensure maximum light.

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DORMER WINDOWS

New maintenance-free windows, with Low "E" double glazed, vacuum-sealed units, will be designed and installed in the dormer according to the plans and in accordance with the manufacturers' instructions. These will provide adequate light and ventilation and will comply with Part L of the Building Regulations.

The double glazed units are manufactured with a 18mm gap ensuring excellent insulation and soundproofing and are fitted with draught free easy-clean hinges which allow the outside of all windows to be reached with ease from the inside. These windows are available in white upvc, mahogany effect upvc or aluminium.



Roof and emergency exit windows. We specify Velux roof and emergency exit windows. Velux has been manufacturing the leading roof windows in the UK since 1940. Their windows offer unrivalled quality with a variety of options and special features.

The window units are double-glazed and have an exclusive vent control bar to provide fresh air even when closed. They are designed to allow the window to be opened in a single-handed operation and have double motion security locks. Velux windows are hinged to allow them to be rotated 180 degrees, which simplifies cleaning. Advanced warm edge pane technology enhances insulation performance, helping to keep the loft room cooler in summer and reduce heat loss in winter. All Velux panes are AA fire rated and meet current V value requirements. Roof windows will be installed as specified, according to the manufacturers' installation procedure.

All timber Velux roof windows are supplied in **TOPfinish™**, multi-stage process with a water-based colourless varnish, which protects and finishes the internal surfaces of the roof window.

ELECTRICAL

All electrical work will comply with the Institute of Electrical Engineers Regulations. Wiring installations will be carried out by a qualified electrical engineer in accordance with the manufacturers' instructions.

LIGHTING

We will install two-way lighting above the new stairs, with one central light or four sunken lights in each main room (excluding bathroom).

One central light or three sunken lights will be installed in a bath/shower room.

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POWER POINTS

The installation of three double sockets will be installed in each main room (excluding bathroom). If you require more, this can be arranged and there may be an extra cost involved.

The exact positions for socket outlets and lighting points will be discussed at the appropriate stage in the construction work.



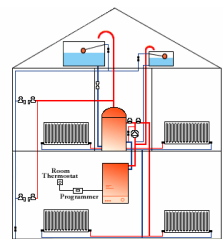
PLUMBING



All plumbing work will be carried out by qualified plumbing/heating engineers and comply with current legislation.

WATER TANK

Existing water tanks will be moved and re-sited in the loft area if necessary. The location of the water tank will be confirmed when the plumber has completed a site survey. This will be carried out prior to the work commencing to enable any irregularities to be investigated and advised prior to the plumbing work taking place.



CENTRAL HEATING



The quote includes the extension of the existing central heating system into the new loft area and the supply and fitting of a high output convector radiator in each room. An optional thermostatic radiator valve can be used to independently control the temperature if required.

If you require a replacement boiler or **Megaflow** to be installed, we can arrange for a separate quote for you, which will be carried out by a Corgi registered heating engineer.

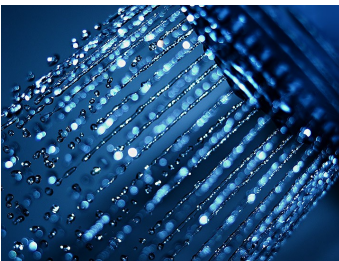
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SHOWER ROOM



The quote includes hot and cold supplies and waster for the shower-room and the installation of standard sanitary ware items, including the plumbing to all sanitary ware and fittings and 4" Xpelair fan. (This will be documented on the order form.)

Sanitary ware will be installed, wired and plumbing to conform to all building regulations. Installation will include: the connection of copper and plastic pipes, and all fittings into the existing plumbing system.

With the vast selection of sanitary ware now on offer, we have quoted for the installation of standard items such as wc, basin/pedestal, bidet, 1 or 2 tap hole standard baths. Non-standard items include, but are not limited to, wall-hung sanitary ware, jet baths, electrically operated sanitary ware, furniture, etc. If you are considering charge. We will be able to advise further on this matter.

PROTECTION OF YOUR FURNISHING AND FLOORING

Prior to commencement of the works, we advise you to protect all of your furnishings, flooring, etc. Whilst we do our utmost to keep the site clean and tidy and protect it at all times, we recommend you do the following:

- Remove all items from the hallway, stairs and landing area, as we cannot be held responsible for breaking or damage to curtains or carpets.
- Carpets should be taken up prior to the commencement of all work or professional company should be consulted to provide a covering for carpets, furnishings and furniture.



SCAFFOLDING AND SATELLITE DISHES



There are occasions when scaffolding can interfere with the satellite reception to either yourself or your immediate neighbours. We cannot be held responsible for this, or for any cost involved in a temporary realignment for the duration of the building work. If interference does occur, we apologise for the inconvenience in advance.

The signal should return to normal when the scaffolding is removed. There is also a slight risk of movement to your satellite dish. We will do our utmost to avoid this, but we cannot accept responsibility for any realignment requirements.

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DRIVEWAYS AND CAR PARKING

During the day time, when the fitters are on site and building works are in progress, you and your neighbours are advised not to park any vehicles on a driveway which is in close proximity to the house.



COSTS AND PAYMENTS

Our quote for carrying out the work as detailed in this proposal is below. This is the total inclusive price you pay. There are no hidden extras. Please note however that due to fluctuations in the cost of materials and labour, the schedule of work detailed and quoted for herein is only valid for 45 days from the date on the cover page.

You have already been supplied with a **payment schedule** which you are advised to keep in this folder. We operate a staged payment scheme. We do this for the two reasons – firstly for your own protection so that you pay for the relevant amount of materials and labour, and secondly to ensure we have sufficient, cleared funds, for the week in which the works is to start. Client's monies are paid into sky-high Builders account.

It is essential you adhere to the schedule, which you have agreed to, to avoid any possible delay, or discontinuation, of the building works.

All payments are to be received in cleared funds by the Monday of the week in which the related works are to commence.

We will accept cheques bankers drafts, **five days prior to the due date**, to allow for clearance. The final payment should be given to the fitter before decoration commences.

Please note that the fees for planning and building regulations are not included in your loft price – (as confirmed in your quotation) – we will need separate cheques for these amounts, made payable to the relevant authority or company.

Current costs are:

- Planning application £135.00 made payable to your local council
- Certificate of lawfulness £67.50 made payable to your local council Building regulation £528.75 inclusive of VAT

Our bank details

Barclays west combe park branch,
Our account name is: sky high builders
Out account number is: 40466220
Out sort code is: 20-98-57



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THE PARTY WALL Act 1996

This section is intended as an overview of the party wall act. As we are not professionally qualified to advise on party wall issues, this is **for guidance only**. It is not a statement of the law. If you are in any doubt, professional advice should be sought. Whilst it may look daunting, in practice there are usually very few problems with neighbours if the correct procedure is carried out in the first instance. Anyone who proposes to undertake work that may be affected by the act must give adjoining owners notice of their intentions. This applies even when the work will not go beyond the centre line of the division of the properties. Party walls form parts of buildings and stand on land of different owners. A party wall can be:

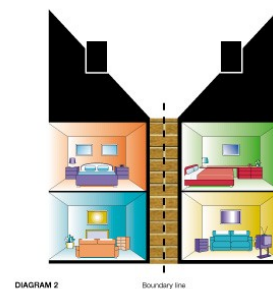


- An external wall which stands astride a boundary.
- A wall separating buildings belonging to different owners e.g. separating houses in a terrace.
- Party structures – horizontal separating structures; or walls, floors and ceilings separating individual flats.

WHAT RIGHTS DO YOU HAVE?

You are entitled to repair and maintain party walls. In the case of 'party structures', you must serve a party structure notice on the adjoining owner, giving two months notice. The work detailed must be carried out within a year, after which time the notice becomes invalid. An adjoining owner, served with a party structures notice, may issue a counter-notice within one month requiring additional works to be carried out, and you must consent within 14 days or a dispute is deemed to exist. A summary of your rights follows: -

- Construction of a new party wall, party fence or party structure
- Underpinning a party wall, making good or repairing a party wall
- Raising or lowering the height of a party wall
- Changing the thickness of a party wall
- Demolishing and rebuilding a defective party wall
- Cutting into a party wall, e.g. to insert a DPC or flashing
- Removing overhangs to build a new wall close to the old
- Inserting tying systems to stabilise a party wall
- Weatherproofing a party wall exposed by demolitions.



BEFORE CARRYING OUT WORKS TO A PARTY WALL YOU SHOULD...?

- **Serve notices on adjoining owners, detailing the work, at least two months before**
- Wait to receive consent, which must be given within 14 days otherwise a dispute is deemed to exist. In giving consent, the adjoining owners can ask for other works to be carried out. Usually the cost of extra works is borne by the adjoining owner although sometimes the cost can be shared.

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Acknowledgement of

Party Wall Structure Notice Example –

For your neighbour to sign and for you to retain and send a copy to SkyHigh

Party wall Act, 1996 section 3

To: *i.e. your name*

Having received the notice served by: *i.e. your name*

In respect of: *i.e. your address*

Which adjoins my premises known as: *i.e. your neighbour's address*

In relation to the works proposes under section 2 (2), paragraphs, a, e, f, g, j, and l.

And are content / not content (delete as appropriate) for you to execute the works between our properties as described in your notice

*concur in the appointment of/appoint as a

i.e. this part is filled in by the neighbour with their party wall surveyor's details if they do not concur

Signed:

date:

Authorised to sign on behalf of (building owner)

*Delete as appropriate



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Party Wall Structure Notice Example – neighbour to retain

Party Wall Act, 1996 section 3

To: Heather & Jake Parker

We: Owen Griffiths & Anna Pollard

As owner of: 4 Archdale Road, East Dulwich

Which adjoins your premises known as: 2 Archdale Road, East Dulwich

HEREBY SERVE YOU WITH NOTICE THAT, IN ACCORDANCE WITH OUR RIGHTS:

Under section 2 (2), paragraphs a, e, f, g, j, k and i.

And with reference to the party structure separating the above premises, it is intended to carry out the works detailed below after the expiration of two months from service of this notice.

The proposed works are:

- Remove rear sloping roof to construct a new flat roof with one or two new room/s and shower/bathroom at second floor level
- Raise walls to support the above in London Stock brickwork on existing party walls to full width of the party wall – including the half belonging to number 6.
- Insert various steel and timber beams supported on bearing plates cut into the party wall.
- Cut into party walls to provide fixings.
- Screw into party walls to provide fixings.
- Install new staircase on party wall.
- Raise chimney where building control requires.

It is intended to commence works as soon as notice has run or earlier by agreement.

Under Section 5, if you do not consent to the works within 14 days you are deemed to have not consented and a difference is deemed to have arisen. In such case, Section 10 of the Act requires that both parties should concur in the appointment of a surveyor or should each appoint one surveyor and in those circumstances I would appoint one.

Signed: _____ date: _____

Authorised to sign on behalf of Jake an Heather Parker

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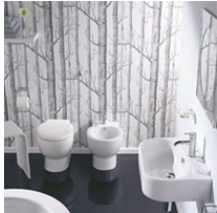


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SANITARY WARE FOR YOUR LOFT CONVERSION



Please note sanitary ware must be ordered prior to the commencement of building work to ensure it arrives in good time. Check delivery times with the store direct.

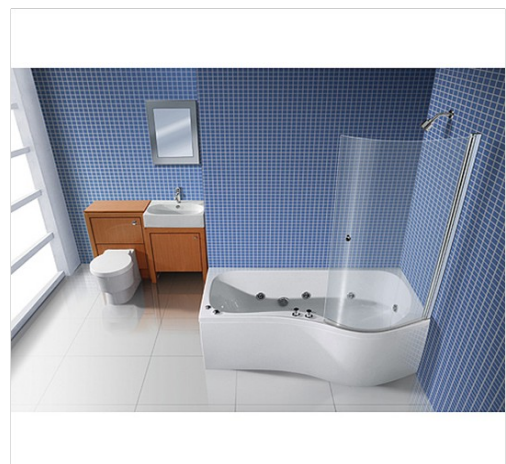
BATHSTORE.COM



They are the largest showroom-based bathroom specialist in the UK. They are able to source products worldwide to offer both classic designs and most innovative products at affordable prices.

Products knowledge

Their staff are trained to have good product knowledge combined with a sensitive understanding of interior design. It is important that you end up with a functional room that is not only beautiful, but which compliments your home and can cope with the demands of your lifestyle and family.



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TILES



Wall tiles, floor tiles, natural stone, real wood flooring, laminate flooring, under floor heating, tools and accessories. Whatever look you have in mind for your rooms, we can help you achieve it with our inspirational ranges and our expert advice. And as ever, Topps value for money is simply unbeatable.



The beauty of tiles is that they combine tough practicality with virtually infinite design possibilities. We will show you how to plan your room layout properly, how to prepare your walls and floors, how to choose the right tiles and tools for the job, and how to make light work of cutting, fixing and grouting.



DECORATING AND EXTRA WORK IN ADDITION TO THE CONTRACT

During the course of the work, you may want some additional building work or decorating work to be done which has not been included in the original contract.

- Decorating

If the free decorating offer is included, we will decorate the loft area for you as detailed in the proposal, upon full and final payment of the final balance (client to supply materials). The term loft area refers to the new loft area behind the fire-cheek door and does not include the new hall and stairs area.

- Additional works

If you require additional building work, which has not been included in the contract, please speak to skyhigh office. They will be able to do this for you and it often make sense to have all the work done together.

We would advise you to:

- Agree the work required with the fitter
- Agree the timescales with the fitter
- Agree the cost and payment terms

You should also bear in mind that extra work may have an effect on the anticipated completion date.

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PRE BUILDING WORKS SITE SURVEY

This form is a site survey to be completed by the fitter, prior to commencement. He will check various area of your property and make notes as appropriate. When the fitter has completed this form, both parties should sign where indicated as an agreement to the contents. There are two copies within this pack, one for you to retain and the one for skyhigh to take. The details recorded on the following form accurately describe any pre-existing damage, disrepair, and defects to the above property.

Ground Floor	
Hallway	
Stairs / stairway to 1 st landing	
Lounge / dining room	
Kitchen	
Other ground floor - room	
Other ground floor – room 2 (state which)	
1st floor	
1 st floor landing	
Bedroom 1	
Bedroom 2	
Bedroom 3	
Bathroom	
Other room (state which)	
All 1 st floor rooms – are there lathe & plaster ceilings (discuss with client)	



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External rear
Roof / chimney stack condition
External equipment aerials / satellite dishes etc.
Adjoining property comments
Any other areas / comments?
Client signature:
Fitter / surveyors signature:
Dated:

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SANITARY WARE AND BATHROOM LAYOUT

Please ensure all sanitary ware items are on site, ready for installation, at the appropriate time so as not to delay the fitting teams, and consequently delay the completion date. You should discuss with the fitter the desired layout of the WC, basin, shower tray, radiator/towel rail, etc.

you can use this page to record this information, which may be of benefits to both yourself and us.

A diagram of the suggested layout, as agreed with the fitter, may also be useful.





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SNAGGING

Towards the end of the building works, there may be some minor issues you would like to bring to our attention. This is known as snagging.

It is not essential for you to document these as you will be able to discuss them with the fitter as the job progresses. However, if you do wish to document them, you may use this form to agree outstanding issues to complete the contract.

SNAGGING LIST

Loft conversion – main rooms
Loft conversion – shower / bathroom
Any other areas / comments?
Client signature:
Fitter / surveyors signature:
Dated:

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INSURANCE

Skyhigh Builders carry a public liability insurance for £5 million.

FREE DECORATING



As an added incentive, we will provide a free decorating service to the interior of your new loft room/s for all orders placed within 45 days of receiving quotation. This offer will apply to upon completion of the building works, and upon receipt of all monies outstanding, and includes preparation work, application of one base coat and one top coat and one top coat of emulsion to the new walls and ceiling within the new room/s, painting or staining / varnishing the new timber contained within the newly formed loft area (excluding the floor, stairs & walls down the stairs).

Topcoat, emulsion and gloss / eggshell / stain / varnish to be supplied, and paid for, by the client.

Suggestion:

To visualise your colour ideas on-line try the Dulux Mousepainter, the revolutionary colour scheming tool – www.dulux.co.uk

ACCEPTING THIS QUOTATION

We hope that Skyhigh Builders is the company you appoint to help you create that extra space that you require and add significant value to your home. Having now read our proposal, you will see that client satisfaction is our number one priority. We trust we have put together as much information as possible, to enable you to make an informed decision.

You can be confident that all our work will be carried out by qualified, skilled tradesmen. Your loft conversion will be completed within the agreed budget, with the minimum disturbance and inconvenience to you. The end result will be a top quality job at the right price, with no hidden extras.

WHAT NEXT?

If our proposal and quote is acceptable to you, the next stage is for us to visit you to complete an order form which will detail the finer points. A deposit of £1,700 or 5% whichever is the greater will be required upon signing order. At this point, we will also supply you with a client information pack. The CIP has designed to provide you with useful information such as the key contacts who will support you throughout your project and details on protecting your home during the building works, scaffolding, etc. It will also include a sample party structure notice for your neighbours.

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COMPLETION NOTICE

This form is to be signed as a confirmation that the works have been completed. Please complete and sign this completion notice and post it to our Crofton park address.

When we receive this form and the final payment, we will arrange for the decorating to commence and the issue of the guarantee and building regulation completion certificate. Kindly arrange this as soon as possible so that these final steps may be implemented without delay. We will let you know what the final outstanding balance is.

Client name	
Site address	

I confirm that all the work have been completed by SkyHigh Builders. And I have paid, or will immediately pay the balance of monies due by cheque, to your fitter or company representative.

Clients Signature:

Dated:

The Finished Job *"now the dust has settled....."*

Guarantee & Certificate

The guarantee and final building regulations completion certificate will be sent you once the works are complete, we have received the completion certificate, and all monies paid.

Photography

When you loft conversion is finished, we may ask you permission to take some interior and exterior photographs. In the past, selected clients have enjoyed the photographs taken and we sometimes (anonymously) use the pictures in our advertising to you and could visit at a prearranged time.

We will provide the services of cleaning company for an hour should you wish. We will supply the images on a CD with a variety of resolutions, which you could email to friends and family.

