

- DESIGN
- INSTALL
- MAINTAIN
- INSPECT

CUSTOMER ORDER FORM		Rev10 03/07/2018	Project Number
CUSTOMER DETAILS		INSTALLATION DETAILS (If Different)	
Contact Name		Contact Name	
Customer Address		Site Address	
Postcode		Postcode	
Tel Number		Tel Number	
Mobile Number		Mobile Number	
Email		Email	
QUOTATION DETAILS			
Quotation Date		Quotation Reference	
Quotation Description			
PRODUCT COSTS			Total
			£0.00
VAT @ 5%			£0.00
Sub Total Products			£0.00
SERVICES COSTS			Total
			£0.00
<h1 style="margin: 0;">Preview Version</h1>			
<p>Cooling Off Period: After signing this contract you have a fourteen working day period in accordance with RECC clause 6.2.2 (using the attached cancellation form) during which time you may cancel the contract without penalty. After this time, cancellation may incur a financial cost. Any cancellation charge will be determined on the basis of the actual costs incurred such as transport of products and erection of scaffolding. Cancellation must be made in writing to the above address.</p> <p style="text-align: center;">Planning permission confirmation:</p> <p>By signing this contract you are confirming that you have received planning permission for the proposed installation or ascertained that planning permission is not required. cannot be held responsible for any installations where planning permission was required but not obtained, and no refunds will be offered.</p>			
Customer Signature		Customer Name	
<p>By signing this form, you are confirming the order for the Products and Installation Services specified on the attached quotation. This order will become binding when the cooling off period has elapsed and will be governed by _____'s _____ terms of supply overleaf.</p>			
I confirm consent to register my contact details on the Deposit and Workmanship Warranty Insurance scheme			Page 1

It is a requirement that we issue the following disclaimer regarding the estimate that uses the MCS method of kWh calculation you have been given. You may have been given a different method of calculating performance, due to your location etc. You should not give this method priority over the Government Standard Assessment.

The performance of solar PV systems is impossible to predict with certainty due to the variability in the amount of solar radiation (sunlight) from location to location and from year to year. This estimate is based upon the standard MCS procedure and is given as guidance only. It should not be considered as a guarantee of performance.

A. Installation data	Roof 1	Roof 2 (if applicable)	Total
Installed capacity of PV system – kWp (stc)	kWp	kWp	kWp
Orientation of the PV system – degrees from South	°	°	
Inclination of system – degrees from horizontal	°	°	
Postcode region			
B. Calculations			
kWh/kWp (Kk) from table	kk	kk	
Shade factor (SF)			
Estimated annual output (kWp x Kk x SF)			kWh

Prod
Desc

Preview Version

Service Charges		
Description	Quantity	Total Cost £
		£ 0.00
		£ 0.00
		£ 0.00
		£ 0.00
		£ 0.00
		£ 0.00
		£ 0.00
		£ 0.00
		£ 0.00
Sub total (ex VAT)		£ 0.00

Quotation valid for : 30 Days

Please note you may have additional costs for EPC certificate, structural engineer's survey, planning permission or building control fees.

To place an order please complete the Customer Order Form and return to _____ together with deposit payment.
Upon receipt of your deposit we will contact you to arrange an installation date.

Notes:

1. Installation price is based on continuous working period.
2. For full Terms & Conditions see enclosed _____ Terms Of Supply.
3. A full breakdown of services to be supplied is given on the enclosed "Summary of Goods & Works"
4. If Additional Works are required due to 1.) exceptional circumstances not reasonably foreseeable or if 2.) customer request for specification changes, an estimate will be provided based on the installers hourly or daily rate.
5. _____ is a member of HIES and this document is prepared in accordance with its Consumer Code.
6. A generation meter is required to access the Feed in Tariff incentive.

SUMMARY OF GOODS & WORKS SUPPLIED Rev10 03/07/2018

A. Goods to be supplied by
All goods listed in quotation.

B. Work to be undertaken by

Design and specification of PV system in accordance with relevant small scale embedded energy (SSEG) engineering recommendation G83/2 (2012) and MCS/ECA publication: Guide to the Installation of Photovoltaic Systems (ISBN 978-0-9574827-0-8– Hard Copy / ISBN 978-0-9574827-1-5– Electronic PDF)

Provision of scaffolding

Installation of roof anchors and module mounting rails

Mechanical and electrical connection of PV array

Installation of Inverter and DC ancillaries

Installation of DC cabling between array and inverter

Installation of AC spur cabling from a spare way on consumer unit to location of inverter

Installation of AC isolator at inverter and connection to AC spur

Programming inverter

Testing & commissioning of system

Liaison with Distribution Network Operator

Items and services NOT included within this quotation

Detail any works the consumer will need to provide to complete the work eg permissions and approvals and 'making good' work that will be needed to restore the property to its original state. (RECC Members)

This quotation has been prepared following a site visit and formal site survey.

If you request changes that will involve us in additional time or cost, or if unforeseen additional works are required, we will provide you with a revised quote. Any additional charges will be based on the installer's hourly or daily rate of £[xx][insert].

You may have additional costs to pay for planning permission, building control fee and /or a Structural Engineers Survey and/or EPC Assessment [delete if not applicable].

This quote excludes [insert details of any other items excluded from quoted price that the customer might have to pay for].

We enclose a copy of _____'s terms of business/ contract with this quote. Please read this carefully.

EXTRA CHARGEABLE WORK

Extra chargeable work not covered by this quote, and applicable hourly or daily rates

Description of works	Charges

QUOTATION TIMETABLE

Timetable for carrying out any agreed works – including completion dates and any dependent preparation work the customer is required to carry out

--

SUBCONTRACTOR DETAILS

Details of subcontractors and works they will carry out

--

Work commencing prior to the expiry of the Cancellation Period

If the customer wishes work to start before the cancellation period expires, they should sign below to confirm this and that they understand that if they subsequently decide to cancel within 14 days, reasonable payment may be due for works already carried out prior to cancellation.

I/We want [Traders name] to commence work on..... [date] before my cancellation period has expired.

I understand that if I subsequently decide to cancel within 14 days, I may be asked to pay for any work that has been done prior to my cancellation.

Signed

Date

Customer Cancellation Rights

You have the right to cancel this contract if you wish within 14 days of you signing the contract. Cancellation should be communicated in writing or by email to the person shown above.

The Cancellation Notice form overleaf may be used to exercise this right and can be delivered in person, by email or sent by post – in which case you should obtain a Certificate of Posting or Recorded Delivery slip. You are advised to take a copy of the cancellation notice before returning it to the Trader.

Work begun prior to the expiry of the cancellation period:
If you have agreed in writing that work will commence before the 14 day cancellation period expires, and you subsequently cancel in accordance with your rights, you are advised that reasonable payment may be due for any work carried out. You are asked to confirm in writing that work may commence before your cancellation period expires. You can use the lower half of the form overleaf to do this.

Cancellation Form

Customer Number: _____

Customer Name: _____

Customer Address: _____

Post Code: _____

I / we are cancelling this job because:

Return Address
