SITE survey. APP

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

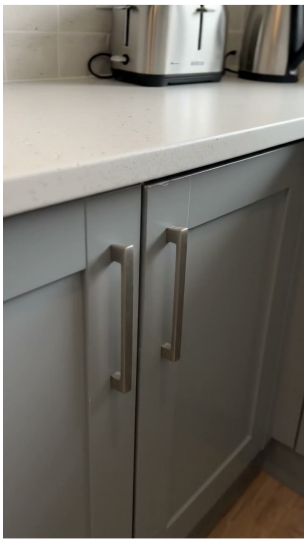
Project	22 Fernlea Road: kitchen refit quote (completed example)
Client	Ms L. Okoro
Site	22 Fernlea Road
Site address	22 Fernlea Road, Norwich
Visit date	14 Oct 2026
Surveyed by	G. Walsh
Customer phone	07700 900000
Customer email	l.okoro@example.com
Type of job	Kitchen refit
What the customer wants	Replace 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
Other measurements	Most doors 715 x 497 mm
Materials	Shaker doors, sage

Photos



Items or areas 2: Worktops

Item or area	Worktops
Work needed	Remove laminate, fit 40 mm oak.
Quantity	5.8
Unit	m
Other 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 (m²)	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	
Surveyor name	G. Walsh
Surveyor signature	