

Please fax back to 0161 962 9243

RECORD SEARCHES ORDER FORM

We require a report on the following site:

Address (with postcode) -
.....
.....

OS Grid Ref (if known) -

- I have attached a location Plan:
- I require a location plan: (at an extra cost of £25.00*)
- I would like a quote for digitising the data once the search is complete
- I would like a quote for a Historical Map Year required
- I would like a quote for an Aerial Map

We require the following extra searches to be carried out:

- Coal (price will be confirmed when ordered)
- Land Registry £28.00 (ex VAT)

- We understand that the report will be finished within 15 working days
(delays can occur with some responses)
- I would like to request email delivery of A4-A3 plans ASAP

Important Information required –

This information is required before starting any site work
Site work will commence.....(date)
and to a depth of.....

This information is required as part of work not involving on-site excavation.

Delivery Details – (If the Invoice address is different please put this on a separate sheet)

Contact Name:..... Your Reference/Order No:.....
Address:..... Telephone Number:.....
..... Fax Number:.....
..... Email:.....
Post Code:.....

See overleaf for price guide

*This applies to a standard Siteplan 1:1250 scale, A4 size
Other charges apply for larger areas.

Price Sheet

Our Record Search reports vary in price depending on the size of the search area. (disbursement costs are not included in the prices below ie, Cable & Wireless etc)

A quote will be given before starting any work.

Site size (URBAN AREA)

- 0 - 25Ha (0 - 250,000 m2) - £195.00 (ex vat)
- 26Ha - 50Ha (250,000 m2 - 500,000 m2) - £292.50 (ex vat)
- Larger than 50Ha - price on application

Site size (RURAL AREA)

- 0-50Ha (0 - 500,000 m2) - £195.00 (ex vat)
- 50Ha - 100Ha (500,000 m2 - 1,000,000 m2) - £292.50 (ex vat)
- Larger than 100 Ha - price on application

Terms and Conditions

- One hard copy will be sent to the client along with a CD containing all A4 & A3 responses in PDF format.
- Maps @ Malcolm Hughes Ltd accepts no liability of any kind due to the failure of an Undertaker responding within the 15 working day turn around time. We are dependant on Utility Companies responding and cannot guarantee a 100% response rate.
- Invoices are to be paid within 30 days of being raised.
- Maps @ Malcolm Hughes will not be held liable for any errors or omissions on the plans provided by the Utility companies.
- All searches are dependant on Maps @ Malcolm Hughes clients providing a map clearly defining the area of interest.
- The cancellation fee is 25% of the price; unless more than 50% of the enquiries have been received in which case the full fee will be required.
- If an order is received before 12noon the work will start that day. Otherwise the work will start the following day.
- An individual Job or PO Number is required from the client with each job.