|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **HANDYPERSON SCHEME WORK ORDER** | | | | | | | | | | |
| Age UK Barrow and District, Lakeland House, Abbey Road, Barrow in Furness, Cumbria, LA14 1XL  01229 831425 [www.ageuk.org.uk/barrow](http://www.ageuk.org.uk/barrow) | | | | | | | | | | |
| **WORK ORDER** | | | | | | | | | | |
|  | | | | | | | | | | |
| DATE |  | | | | | ORDER NO | | |  | |
| NAME |  | | | | | **REFERRAL TAKEN BY** | | |  | |
| ADDRESS |  | | | | | **EXPECTED START DATE** | | |  | |
| TEL NUMBER |  | | | | | **EXPECTED END DATE** | | |  | |
|  | | | | | | | | | | |
| **ITEMS REQUIRED:** | | | |  | | | | | | |
| **WORK DESCRIPTION:** | | | |  | | | | | | |
| **ADDITIONAL COMMENTS:** | | | |  | | | | | | |
|  | | | | | | | | | | |
| **LABOUR DESCRIPTION** | | | | | **HOURS** | | | **RATE** | | **AMOUNT** |
| Hourly labour charge | | | | |  | | | £24.00 INC VAT | | £ |
| **LABOUR TOTAL:** | | | | | | | | | | £ |
|  | | | | | | | | | |  |
| **MATERIALS DESCRIPTION:** | | | | | **QUANTITY** | | | **PRICE PER UNIT** | | **AMOUNT** |
| Gardening | | | | |  | | | £24 ph INC VAT | | £ |
| Key safe (MasterLock) | | | | |  | | | £50.00 INC VAT | | £ |
| Key Safe (Supra 500) | | | | |  | | | £90.00 INC VAT | | £ |
| Grab Rail (incl Labour + 1 grab rail) | | | | |  | | | £30.00 INC VAT | | £ |
| Additional grab rail | | | | |  | | | £10 each INC VAT | | £ |
| Bannister | | | | |  | | | £90.00 INC VAT | | £ |
| **MATERIALS TOTAL:** | | | | | | | | | | £ |
| *The prices for the above items are quoted for supply and fitting, other jobs are charged on hourly basis* | | | | | | | | | | |
|  | | | | | | | | | |  |
| **WORK COMPLETED BY:** | | |  | | | | | **SUBTOTAL:** | |  |
| **CLIENT SIGNATURE:** | | |  | | | | | **TOTAL:** | |  |
| **METHOD OF PAYMENT:** | | |  | | | | | **DATE:** | |  |
| **FOR OFFICE USE ONLY:** | | | | | | | | | | |
| **DATE ENTERED ON CHARITY LOG:** | |  | | | | | **ENTERED BY:** | |  | |