

Your full address & contact details.

PROPERTY MANOR  
14 Deer Close  
Cannock  
Staffs  
WS11 9ST

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[www.propertymanor.co.uk](http://www.propertymanor.co.uk)

All services must be paid in full before the start date. We will give you our BACS details on receipt of your order.

Order Number:

Order Date:

## Order Form KEY.

Use this form to order property services.

1. Key Collection/Holder
2. Return Keys
3. Viewing single
4. Viewing Open House
5. Photography
6. Inventory
7. Floor Planning
8. Inspection
9. Other Service

**Key collection and return:** There is no charge if you deliver to and then collect the keys from us. If you need us to collect the keys to a property, there is a collection charge. Up to 10 miles from our location, there is a £10 fee plus .35p per 'round trip mile' and a similar £10 fee to return the keys. e.g If your key collection address is **5 miles** from our location, there would be a £10 collection charge plus £3.50 for a round trip of **10 miles** = £13.50 in total. Distances over 10 and up to 20 miles from our location, there is a £15 charge each way plus .35p per round trip mile. For other collection and return costs in excess of 20 miles please ask. Please put the total round trip miles in the **Miles** column. Please see our website for other distance and mileage costs that may apply.

Please check you have entered the correct KEY number.

Service Number	Property Address including Post Code	Date Service Required	Start Time	Hours	Miles .35p	Total Service cost

Please fill in this form and then email it to us.

Total Cost =