

## LETTER OF INSTRUCTION

Please can you complete, sign and date this letter and return it to

***MRW Design Ltd., The Ridge Golf Club, Chartway Street, Maidstone, Kent ME17 3JB***

to confirm our appointment and the acceptance of MRW Design Ltd terms and conditions.

A £100.00 plus VAT, deposit is requested at the time of the instruction. All fees will be payable prior to the relevant submission of either planning or building control applications.

I look forward to working with you on this project.

Client Name: \_\_\_\_\_

Site Address: \_\_\_\_\_

\_\_\_\_\_

Postcode: \_\_\_\_\_

Correspondence Address (if different from site address.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone No: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Land Registry Number: \_\_\_\_\_

*(Planning applications can not be made without this.)*

Current owner of the property Name and Address (if different to client.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signed (Client): \_\_\_\_\_ Date: \_\_\_\_\_