#### Booking

- Once booking is taken, we will honour the date and time as agreed
- If we are unable to honour this, we will provide you with as much notice as possible
- If you are unable to honour this, we expect as much notice as possible
  - Any cancelation with less than 24 hour's notice may incur a cancelation fee which is charged at our standard call out charge of £30
  - Any no show, or cancelled doorstep booking will be charged at our standard call out charge, plus any expenses, minimum of £30.

#### Contact

- We will make contact via a reminder the day before the booking where possible
- If no phone number or email address is provided, then this will not be possible.
- If the job is a rental property and we have been instructed, we will not contact the tenant
- We will refer to our COVID-19 protocols and payment details.
- We will where possible send all correspondence via email, invoice, certificates and reminders, where this is not possible, we will use a paper copy.

### • COVID-19

- If anyone in your household is experiencing any symptoms or has knowingly tested positive or awaiting a test result then it is your responsibility to inform us, we will not undertake any work during this isolation period.
- If you do not inform us and you are aware of the above point, you will be billed for loss of earnings should we be forced to isolate because of negligence.
- We test regularly for COVID-19, should we experience any symptoms or have knowingly tested positive or awaiting a test result then we will reschedule your booking until at least after the isolation period.
- We will not step into your house without a face covering, during our works we will have the most advanced filtration system and procedures in place to protect us and you from COVID-19.

# • Scope of work

- We will only provide work within our scope.
- We are regulated by our associations (Hetas & Sweepsafe) and we will follow their guidelines and protocols.
- Where defect or faults are found or reported, we will, where possible provide guidance or recommendation on how to proceed with your next steps to repair these.
- We will always follow our procedures and act professionally during our visit with you.



## Payment

- o Payment is required on completion of work,
- o Or prior to ordering any parts or materials to complete the job.
- Payment can be made via exact cash only (we do not provide change), card (contactless up to £100) or bank transfer (only if this is done whilst we are on site. We no longer accept cheques.
- o If you fail to make payment we will recover the fees plus any costs associated through the small claims protocols.

# • Complaints

Please see our complaints policy.