

# MAINTENANCE QUOTATION

[COMPANY LETTERHEAD]

[SPECIFY THE COMPANY NAME]

[SPECIFY ADDRESS]

[CONTACT NUMBER]

[EMAIL ADDRESS]

## MAINTENANCE SERVICES QUOTATION

[House Maintenance Services]\*

Quotation Number:

Client Information:

|                 |   |                              |
|-----------------|---|------------------------------|
| Name            | : | [SPECIFY THE NAME]           |
| Address         | : | [SPECIFY THE ADDRESS]        |
| Contact Number  | : | [SPECIFY THE CONTACT NUMBER] |
| Email Address   | : | [SPECIFY THE EMAIL ADDRESS]  |
| House Address   | : | [SPECIFY THE HOUSE ADDRESS]  |
| House Area Size | : | [SPECIFY THE AREA SIZE]      |

The Maintenance Services shall be offered according to the following:

1. Monthly Maintenance Services
  - a. Inspection and changing of air conditioning filters.
  - b. Cleaning of the kitchen sink disposal
  - c. Cleaning of range hood filters
  - d. Inspection and changing of fire extinguishers
2. Quarterly Maintenance Services
  - a. Changing carbon dioxide filters
  - b. Changing water filters
  - c. Inspection of garage door auto reverse feature
3. Biannual Maintenance Services
  - a. Changing water heater pressure relief valve

# Annual Maintenance Contract Quotation Format

**Pooja Khanna**



## **Annual Maintenance Contract Quotation Format:**

*Commerce Business Daily*, 1997-12-31      **Business Communication** Pooja Khanna, As we usher in the New Education Policy NEP 2020 the significance of soft skills specifically skills in communication is greatly enhanced One of the core skills sought by business houses is the ability to conduct and communicate with others effectively Amongst the top five criteria for selecting employees four communication skills speaking writing listening and interpersonal communication are rated by recruiters as the most important Effective communication brings people together For a business to be successful and relationships to remain healthy communication plays a vital role This book is especially written to meet this purpose It is in exact conformity with the syllabus of Business Communication paper of B Com Semester I of all Uttar Pradesh universities and colleges as per National Education Policy NEP 2020      *Business Communication, 3rd Edition* Madhukar R.K., It is a comprehensive textbook especially designed for the students of commerce management and other professional courses It serves both as a learner s text and a practitioner s guide It provides a sharp focus on all relevant concepts and cardinal principles of business communication and adds value to the reader s understanding of the subject Following a need based and sequential approach the book is highly stimulating and leads students to communicate with lan and prepare for work place challenges      **Indian Trade Journal**, 2009-11-05      *Federal Register*, 1953      *New York State Contract Reporter*, 1999-06-14      **Building Maintenance** Ivor H. Seeley, 1987 An exposition of building maintenance in all its aspects to serve the needs of building surveyors and other professionals involved in this activity and building surveying and architectural students It shows the importance of properly maintaining buildings and the advisability of providing adequate feedback to the design team      *Traffic Systems Reviews and Abstracts* United States. Federal Highway Administration, 1971      *Code of Federal Regulations*, 1951 Special edition of the Federal Register containing a codification of documents of general applicability and future effect with ancillaries      **The Code of Federal Regulations of the United States of America**, 1953 The Code of Federal Regulations is the codification of the general and permanent rules published in the Federal Register by the executive departments and agencies of the Federal Government      *Recommended Procedures for the Safety Performance Evaluation of Highway Appurtenances* Jarvis Dale Michie, National Research Council (U.S.). Transportation Research Board, 1981      **Report**, 1964      **Dairy Industries International**, 1986      *Law Notes* Albert Gibson, Robert McLean, 1980      *Dataquest*, 1998-07      **Surveyor and Municipal and County Engineer**, 1972      *Information Systems for Planning and Decision Making* Ernest A. Kallman, Leon Reinharth, 1984      **Denver Law Journal**, 1982      *Finance Committee Action Items* New York (State). Metropolitan Transportation Authority. Finance Committee, 1994-11      *Directory of Research Grants*, 1996 Lynn E. Miner, 1995 A listing of grant programmes for individuals and institutions in search of support

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