

# Quotation request form for a Domestic Electrical Installation Condition report



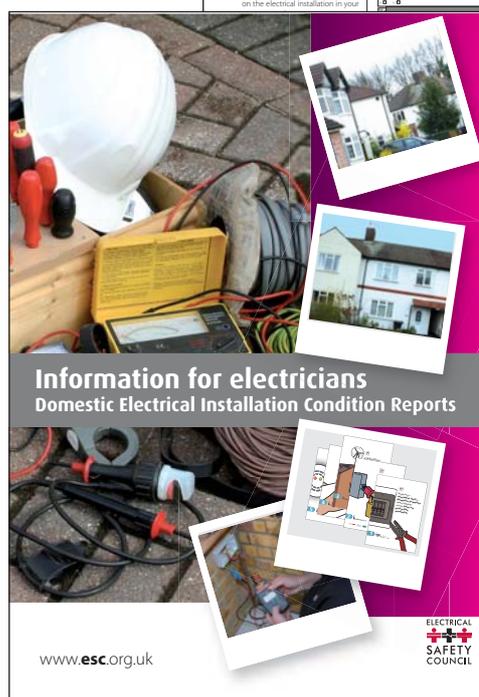
The aim of this quotation request form is to make it easier for you to order your condition report. This form and associated documents (see below) should help you to get quotations so that you can place an order with an electrician to produce a report that clearly shows whether or not the electrical installation is safe to use.

You should read this form with the following documents, which are available from our website at [www.esc.org.uk](http://www.esc.org.uk)

- Guide to condition reports for domestic electrical installations
- Information for customers  
Domestic electrical installation condition reports .

Also available from the website is the following guidance.

- Information for electricians  
Domestic Electrical Installation Condition Reports .



# Quotation request form

for a Domestic Electrical Installation Condition report



## If you are the customer

You should fill **all** sections of the form, **except for sections 6 and 9**.

You should then send the quotation request to the electrician to get a quote.

You may decide to get a competitive quote by sending a form to several electricians.

## If you are the electrician

You should fill in **sections 6 and 9** of the form and return it to the customer.

### 1 Customer's details:

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

Date when the work must be finished: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

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

Phone number: \_\_\_\_\_

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

### 2 Access arrangements or special requirements:

### 3 Budget conditions (if any):

### 4 How you will pay: *(Tick one box)*

Cheque  Debit card  Credit card  Cash

### 5 When and how you will pay *(you can tick more than one box)*:

When the work is finished

Payments at agreed stages

#### Will you pay a deposit?

Yes  No

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

Signature: \_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

## 6 Electrician giving the quote:

**THIS SECTION TO BE FILLED IN BY ELECTRICIAN**

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

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

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

Phone number: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

A) Price for the condition report: \_\_\_\_\_

B) Extra price for a return visit to carry out live testing if power is not available on the first day of testing (for example, if the power fails or a meter runs out of credit): \_\_\_\_\_

Date the work will start: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Date the work will be finished: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

C) Price to put right any problems listed in Section 18. (Write the price if you know it, if not, write 'Price to be agreed'):

D) Payment conditions: \_\_\_\_\_

## 7 Type of condition report:

(See our documents: 'Information for customers for Domestic Electrical installation condition reports', and 'Information for electricians - Domestic Electrical installation condition reports'.)

(Tick one box)

**Visual condition report**

(includes inspection but not testing).

**Periodic inspection report**

(includes inspection and testing) – (We recommend this in most cases.)

## 8 What will the inspection (and testing if appropriate) include?

For example, the main home, and the shed and garage (if they run off the consumer unit).

## 9 Limits:

Wiring is hidden in walls and under floors, in spaces in the roof that cannot be reached and in the structure of the building or underground, so it cannot be inspected. (Please list any other limits, for example inaccessible socket-outlets or other accessories, such as where they are fixed behind a double wardrobe, may not be inspected or tested.)

**THIS SECTION TO BE FILLED IN BY ELECTRICIAN**

## 10 Are lamps in light fittings working and available for the electrician to use?

Yes  No

(For example, for general lighting and for testing the operation of light switches.)

## 11 Is there easy access to all equipment?

For example, to bonding and earthing clamps, the consumer unit and accessories.

If 'No', please give details of why access is not available or restricted.

Yes  No

## 12 Are previous records that give the history of the installation available?

(For example, test certificates and condition reports.)

If 'Yes', please give details of records that are available.

Yes  No

**13 Will any children or pets be in the home during the inspection and testing?**

Yes  No

If 'Yes', please give details of any special safety measures that the electrician may need to take during the inspection (and testing).

**14 Do you agree to reset clocks or timers on electrical equipment after the inspection and testing is finished?**

(For example, the central-heating timer and clocks on DVD recorders.)

Yes  No

If 'No' please give details of any items that you would like the electrician to reset'.

**15 Is there access to all buildings outside the property (such as sheds and garages) that are connected to the installation?**

Yes  No

If 'No', please give details of where access is not available.

**16 Do you agree to provide a safe working environment for the electrician?**

(For example toys, DIY tools or other items that the electrician may trip on or that may fall on them should be moved to a safe place.)

Yes  No

If 'No', please give details of where there are dangers to the electrician.

**17 Are there any limits on the time of the test and when the supply can be switched off?**

(For example, an appliance is not to be switched off at a certain time of the day?)

Yes  No

If 'Yes', please give details.

**18 Do you want the electrician to carry out any work to put right any problems?**

Yes  No

If 'Yes', please list the work that needs to be done, for example replace damaged switch in garage.

**19 Do you agree that the electrician can take photographs of any problems with the electrical installation for the report?**

Yes  No

**This form has been produced by:**

**The Electrical Safety Council**

18 Buckingham Gate, London, SW1E 6LB Phone: 0870 040 0561 Fax: 0870 040 0560  
Email: enquiries@esc.org.uk Web: www.esc.org.uk

Registered Charity No. 257376

The Electrical Safety Council is an independent charity committed to reducing deaths and injuries through electrical accidents at home and at work.

