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VAT No. 399 2043 25

5 June 2025

Blinds Expert  
Courtwood House  
Silver Street Head  
Sheffield City Centre  
Sheffield  
S1 2DD

Attention: **Gavin Moore**

Dear Sirs

Further to the recent enquiry we have pleasure in confirming the matters discussed together with our quotation for your consideration.

Our price includes for professional grade products manufactured to the highest quality, which have been tested and comply with current British and European standards where applicable.

All installations will be completed in accordance to manufacturer's specifications, industry application standards and visual quality controls issued by the Glass and Glazing Federation. During the installation every attempt will be made to ensure that there is little or no disruption to your normal working practices.

We thank you for this opportunity and trust the enclosed is to your satisfaction, however should you require further information on this, or any other project relating to glass and glazing issues, do not hesitate in calling for assistance. In the meantime you could visit our web site at [www.sureguard.co.uk](http://www.sureguard.co.uk) for general information relating to our products, services, performance data and a selection of photographs showing completed projects.

Assuring you of our best attention at all times.

Yours faithfully  
**SUREGUARD ENERGY SERVICES LTD**



Aimee Holmes  
Sales Department

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South Yorkshire S70 4HT

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**QUOTATION**

Blinds Expert  
Courtwood House  
Silver Street Head  
Sheffield City Centre  
Sheffield  
S1 2DD

Contact: Gavin Moore

Quote Ref: 108435

Date: 5 June 2025

Item	Description	Net Price
Site Address 1	South Shields To supply & internally install Silver 20 Window Film to 18 panes of vertical flat glass (not curved or shaped in anyway) at the above address. Data sheet of material type attached - please check glass compatibility. This price does not include for the removal of any existing Window Film in situ. This will generate additional costs.  Our price includes for standard working hours of Monday to Friday; 08:00 to 17:00. Work outside of these hours, at your request, may require an adjustment to our quotation & is based on the assumption that access is straight forward / easy to access the glass.  This estimate is based on details supplied by yourselves and is therefore subject to amendment at a pro rata rate should there be any variations to the above. Also, this does not include for the provision of suitable access equipment, if required, in order to facilitate application in line with current Health & Safety legislation. Please note, if the highest point of the glass is less than 3100mm from finish floor level, we can reach from our steps. If not, please let us know, we can then quote for the hire of a podium or tower.  Any furniture, blinds and/or curtains within 1m of the windows that we are treating, will need to be removed / taken down, by you before prior to our arrival in order for our installation to start.  To place an order we require signed confirmation of the value being accepted. Confirmation is preferred in the form of an Official Purchase Order along with your 50% deposit. Details of a site and invoice address are required for every order.	£ 640.00
<b>Total (Nett)</b>		<b>£ 640.00</b>
<b>VAT @ 20%</b>		<b>£ 128.00</b>
<b>Total (Gross)</b>		<b>£ 768.00</b>
<b>Non Refundable 50% Deposit Amount</b>		<b>£ 384.00</b>

Accept  
✓ or X

VAT is applicable at the current rate

**Payment accepted by BACS/Credit Card/Debit Card.**

**Terms: Deposit required, balance payable on completion.**

**The above terms are for all orders, until a Customer Account is opened**

This quote will be valid for a period of 1 month from the above date

Name \_\_\_\_\_ Dated \_\_\_\_\_

Signed \_\_\_\_\_ Total Net Value of Order \_\_\_\_\_



## TERMS AND CONDITIONS

1. The following Terms and Conditions will apply to your contract with us. Any variations of these terms must be in writing signed by both a Director of Sureguard Energy Services Ltd (the company) and by or on behalf of the client.
2. This quotation is inclusive of all materials and equipment except specialist equipment, if necessary, for access, unless identified in the quotation.
3. The quotation assumes all works will be undertaken during normal working hours of 9am and 5pm Monday to Friday unless otherwise stated. Work outside normal working hours, including weekend and bank holidays, will be charged at rates, details of which are available on request.
4. The company's operatives must have clear working space in front of the glazing to be treated of no less than 1 metre in depth. It is the responsibility of the client to ensure that this space is made available and that all sills, ledges and desks are cleared prior to commencement of the work. Any time spent in clearing the workspace required will be charged at £30.00 per person per hour. This charge will also be levied if any waiting time is incurred.
5. Cancellation of order(s) – within 7 calendar days.
6. Once arrangements to undertake the work have been agreed any cancellation within the 2 working day period prior to the agreed commencement date will incur a cancellation charge. Also, if on arrival we are not able to undertake the work due to access restrictions, working conditions or other events out of our control, a wasted journey charge will be applied. This will also include one of the most common problems encountered concerning new build or refurbishment where the environmental conditions are not dust free. We are often advised that a site is ready before the conditions are suitable for a good quality of installation and we recommend that the client checks with the company before making any arrangements for the works. Should our installers arrive and conditions are not suitable but are still instructed to proceed we will not guarantee that the installation will be in accordance with manufacturer and industry visual quality standards. Any request to replace material with visual defects will be chargeable.
7. The cancellation and wasted journey charges will be charged £360.00 plus VAT, per person, for contracts that exceed £500.00 and for contracts at or below £500.00 at a flat rate of £220.00 plus VAT.
8. Building Contractor's and Interior fit out companies - on refurbishments and new build must note that to produce the best installation standards, we require clean, dust free conditions and we will not be held responsible for any dirt between the Window Film and the glass if work is carried out on a non-clean site.
9. Return visits, required and or requested by you, the customer, will incur extra costs.
10. As identified in manufactures' specifications and the Glass and Glazing Federation standards, the installation of most Window Films requires an edge margin. The size of this gap will be between 1mm and 4mm depending on the condition of the frame and glazing and the type of Window Film selected. On darker solar performance films, the margin may be a little more noticeable and should you require this gap to be masked by the use of a silicone seal, this will be provided at an additional cost, where possible.
11. All prices submitted are exclusive of VAT, which will be charged at the appropriate rate. Unless identified prices submitted do not include for any main contractor's discount. Payment terms are net 30 days and we reserve the right to charge interest on overdue accounts at 4% over the Natwest Bank PLC base-lending rate.
12. All deposits taken are non-refundable.
13. The above quote is for vertical glass only (not roof glazing) unless otherwise stated.
14. Installations are carried out during "normal working hours". These are Monday to Friday 8am to 5pm.
15. Installations are booked on a first come, first served basis. An estimate installation period (expected time on site) is normally stated at planning / scheduling stage.
16. Risk Assessments and Method Statements are available by request.
17. Sureguard will accept no responsibility for Thermal stress fractures occurring in glazed panes unless agreed in writing by prior arrangement. Due to the nature of the existing glazing, we have recommended a material that will, based on manufacturer guidelines minimise the risk of increase thermal stress within the glass. The specified window film is compatible with the current glazing system on the understanding that the glass panes within the glazing system are without flaws, faults or edge damage such as chips, shells and feathered edges.

18. In cases where 'coatings' (Self Cleaning, Low-e) are not disclosed, failure to install the product to 'coated' glass will be subject to our cancellation policy as per item 6.
19. Glass types/coatings (of any kind) that are not disclosed by you, the client and are not detected during our survey and/or installation, such as 'self-cleaning' coatings and/or Low-E insulation coatings, may affect how Window Film performs and adheres to the glass. We will not be held responsible for adhesion failure; glass scratches; reduced performance.
- If in doubt, please contact your original glazier/supplier.
- Please note, Low E soft coatings (soft or hard) should be on the inside of double-glazed unit. Our industry has unfortunately experienced, on occasion, double glazed units (sealed units) constructed incorrectly, meaning these 'coatings' are exposed. These coatings should not be exposed internally or externally, they should be inside said double-glazed unit.
- For every installation, we use industry approved stainless steel tools to avoid scratching the glass. Soft coatings scratch very easily. We cannot be held responsible should this occur; you will need to contact the original glass supplier. In this unlikely event, we will endeavor to offer our support/guidance.
20. When treating Toughened Glass, we cannot allow for the event of 'roller wave pick up'. This is when, during the manufacturing process, toughened glass breaks and contaminates the batch of glass by forming microscopic imperfections on the surface of other glass panels.
21. Any imperfections in/on existing glass, not visible to the naked eye during the surveying process cannot be allowed for and will not be held responsible for any damaged caused in these instances.
22. Once an installation date is agreed, should the client wish to change the Window Film type, there will be an additional 30% fee payable on the final invoice.
23. We will not install on cracked, broken or unsecure glass.
24. We will not install anything thicker than 100 Micron on 4mm glass without a signed caveat stating it will not be our responsibility if it cracks.
25. We will not be held liable for any glass being damaged/broken throughout or following our installation.
26. This price does not include for the removal of any existing Window Film in situ. This will generate additional costs.

### **GGF (Glass & Glazing Federation) Consumer Code Of Practice**

To ensure all GGF Members operate to a high standard of work, the GGF created a Code of Good Practice in 1977. All GGF Members are required to comply with the GGF Consumer Code of Practice when dealing with homeowners.

### **GGF consumer protection**

Our Consumer Code of Practice directs GGF Member companies in the following areas:

- The way they sell glass and glazing products to you
- The survey of your home
- The products they sell you
- The installations they carry out in your home
- The guarantees they offer you
- Deposits guaranteed

### **Download the free booklet**

Learn more about the consumer protection offered by GGF Members in our free [GGF Consumer Code of Practice](#)

Ensuring complaints resolution with the GGF Conciliation Scheme [Member Complaints Service](#) and The Glazing Arbitration Scheme (TGAS) [www.tgas.org.uk](http://www.tgas.org.uk).