Our Ref: M385/JS

13th October 2026

Hednesford Town Council
Pye Green Community Centre
Bradbury Lane
Hednesford
WS12 4EP

Dear Cheryl,

Re: Mechanical Maintenance Contract

According to our records the above maintenance contract is due for renewal.

Having analysed last year's costs, the contract will require an increase in annual premium in order to continue with the service. The revised cost for the forthcoming 12 month period will therefore be £1524.00 + VAT.

If you have been happy with our service and would like to continue with the contract, could you please either agree to the cost in writing via email to info@abi-fe.co.uk, or by issuing a Purchase Order to cover the invoice and we will schedule the visits accordingly.

We trust this meets with your approval and that you have been happy with the service provided, if we can be of any further assistance, please do not hesitate to contact us.

Yours faithfully
ABI Facilities Engineering Ltd

J Sheldon

Julie Sheldon
Helpdesk