

Sales Invoice

This is an invoice. It says how much you have to pay, what it is for, and by when you have to pay. If there are any problems with this invoice, we ask that you let us know in writing within 7 days, but please pay any undisputed amounts. This invoice has custom credit terms – see the payment due by date. Whilst we are sure you will pay on time, if you pay late (as with all commercial contracts) then late payment penalties and interest apply, and will be automatically added to your account.



41 Bath Road, Cheltenham GL53 7HQ
01242 304477
www.psk-architect.co.uk

Invoice Address

Matt Norris & Paul Cunningham
MDN Property Pension Scheme & Cunningham Family SSAS
18/19 George Street
Stroud
GL5 3DT

Invoice No: I23100113P
Account No: A1468P
Date (tax point): 11/10/23
Issued: 11/10/23
Payment to arrive by: 18/10/23
Job: 845
Order Number / Reference: Internal Alterations
Stage 1 – Planning Drawings

Qty	Description	Unit	Cost
0.50	INTERNAL ALTERATIONS	£4,000.00	£2,000.00

****Standard Planning Package****

- Full Site survey
- Planning Drawings in CAD design
- Submitting and monitoring the planning application

See our website for further details.

Other professional fees excluded, please refer to our terms of business attached

QS/S

NET Total	£2,000.00
Standard Rate 20.00% on £2000.00	£400.00
TOTAL TO ARRIVE BY 18/10/23	£2,400.00

Paying us via bank: Use these details.

Sort Code: 30-91-87
Account: 81641460
Reference: A1468P



Terms of Business - PSK Cheltenham Ltd t/a PSK Architect

Free Site Visit

- We offer a free site visit for an initial consultation with our Architect. This will include general advice and/or ideas within the time of the visit. This free visit is not applicable to our Planning Consultancy Service. Our Planning consultant can provide a no-obligation initial discussion by phone.
- We will give you a fee proposal to carry out the proposed design work in line with your brief. (Excluding VAT)

Payment & Cancellation

- 50% on commencement - Once we get a verbal or otherwise instruction from you to proceed, we will raise an order for the agreed fee and invoice you for 50%, this is due on receipt.
- 50% on completion - Payable once your planning application is ready to submit to the local authority or when the initial brief is deemed complete. Once this invoice is paid your application will be submitted (if applicable)
- If you cancel your project after we have carried out our survey, we will charge you a fee appropriate to the amount of work carried out since the survey, based on hours worked, at our basic hourly rate.
- Should you decide not to proceed with a planning application submission, the full fee will be due as the fee represents the work required to get to this stage, as the actual submission is an insignificant element of the work required.

Initial Project Completion

- Payment for the initial brief is deemed your confirmation, the final plan(s) are as per your brief/requirement(s)

Post Planning Application Submission(s)

- During the application process, changes to the application may be requested by the planning officer and/or other consultants. (such as highways or parish council) These changes will be charged at our basic rate(s)
- Should you wish to make changes after the submission of a planning application (or completed set of final plans) we will charge for these changes at our basic hourly rate.
- If/when we make changes to your drawings after submission and/or liaise with you and/or the planning officer/consultant(s), the time spent on these items will be charged at our basic hourly rate.

Copyright

- All drawings are copyright and we do not give permission for our drawings to be reproduced or copied without prior approval.
- CAD files remain the property of PSK Cheltenham Ltd.

Important Notes

- PSK Cheltenham Ltd is only liable to produce drawings suitable for presentation to the local authority for planning approval.
- Appeals and further work will incur further charges, these will be costed separately on a project by project basis.
- The planning officer/Local authority may disagree with any scheme put forward for many reasons of which you/we may/may not agree with and hence...**Planning Approval cannot be guaranteed**, as this is outside our control.

Have a Complaint

- We will do our utmost to ensure that you receive good service, however should you feel the need to complain then please put your complaint in writing to: Anita Jenkins, PSK Cheltenham Ltd, 41 Bath Road, Cheltenham, GL53 7HQ or email - office@psk-architect.co.uk.
- We treat complaints as a matter of priority and aim to respond to you within 5 days of receipt. You will be provided with a copy of our complaints procedure, though you may request this in the first instance by email or phone 01242 304477

The following rates/items are excluded from our fee proposal(s) and standard package drawings.

Rate(s)

- | | |
|---------------------------|---|
| • Hourly rate (basic) | £65.00 p/h |
| • Planning consultant | £100.00 p/h |
| • Prints A1 | £3.50 each (you will receive a free set of full colour prints) |
| • Other Services/Expenses | Quoted on a project by project basis or charged on the appropriate hourly rate. |

Other Service(s)

- We will seek your prior approval before involving a structural engineer and/or an outside consultant prior to engaging further fees, however delay in approval, could/will delay your application
- In the event of specialist external advice, you will be responsible for payment of such fees directly to the provider or as advised.
- Some local authorities may request a Sustainability Statement for which we will charge an additional fee of £65 + VAT.
- Appeals and further work will incur further charges. These will be costed separately on a project by project basis.

Local Authority Fees

- OS Map(s) & Block Plan(s)
- Planning Application Fee(s) and On-Line service charge(s)

VAT & Accounts

- VAT is chargeable at the current rate on all fees, expenses and others work carried out except for planning application fees.
- Full payment of any invoice must reach us on the due date. (the due date is on all invoices)
- Should payment not be made on time, we will charge you interest at 8% above Bank of England base rate.
- Should you wish to query an invoice, you must do so within 5 days prior to the due date for payment. All queries after the due date will not be entertained.
- We politely request that all payments are made via BACS (not by cash or cheque) unless otherwise agreed.

Building Regulations

- **Price:** on request - each project is unique, and we need to cost this separately on a project by project basis.

Technical Working Drawings

- **Price:** on request - each project is unique, and we need to cost this separately on a project by project basis.