



• info@charlescox.co.uk • www.charlescox.co.uk • 01323 894400

Unit 9, Enterprise Centre,
Denton Island, East Sussex, BN9 9BA

Bronze Service

Issuing the service charge invoices, accounting/reconciliation of your dedicated HSBC client account.
Standard (up to legal action) debt collection.

With this service you (the company directors) would be in charge of arranging repairs, planned maintenance, adhering to legal requirements and setting the budget. Any invoice sent to you for work should then be scanned in and emailed to us with your authorisation to pay (you will get an authorisation template)

*Guide Price from £99.00 to £170.00 + VAT Per Flat PA

Silver Service

Same as bronze but including the following;

Ensuring you adhere to legal requirements
Arranging for proactive and reactive maintenance repairs
Reviewing and advising on budget setting if required (but not things like long term maintenance planning)
Use of the 24 hour call out line (charges apply).
6 monthly property inspections
1 hour meeting PA, inside office hours

*Guide Price from £165.00 to £250.00 + VAT Per Flat PA.

Gold Service

Same as silver but including the following;

Long term maintenance planning advice
4 monthly property inspections
1.5 hour meeting PA. 1.5 hours can be outside office hours - terms apply.

*Guide Price from £200.00 to £350.00 + VAT Per Flat PA

***Prices are based on a number of factors but the above should give a good overview of costs. For an accurate quote please contact us for further information.**