SAMPLE - FICTIONAL CUSTOMER AND ADDRESS

CLIENT	John Doe
SITE	24 Demonstration Lane, Sampleton, XX0 0XX (fictional)
STAGE	1 - Survey and recommendations
ENGINEER	Royal Security engineer

PURPOSE AND ASSETS INSPECTED

Investigate reported water ingress around office windows during heavy rain, including wet internal flooring. The inspection covered a large timber-framed assembly containing five double-glazed units and a separate single uPVC window with a Teleflex opening system.

FINDINGS - FIVE-UNIT TIMBER GLAZING

Perimeter sealing around the glass units was ineffective. Water was tracking down the glass into the timber glazing rebates and passing through the lower internal seal. Timber beneath the glazing showed evidence of repeated wetting. The horizontal timber section above the glazing could also retain water and contribute to ingress.

The visible evidence indicated a perimeter-sealing problem rather than failure of the glass units themselves.

FINDINGS - SEPARATE UPVC WINDOW

Perimeter seals were satisfactory. The hinges, locking mechanism and Teleflex opening system operated correctly, with no visible glazing-seal failure. The moisture in this area appeared to originate outside the window system.

Potential contributors included masonry below the external ground level, gravel retaining water against the structure and timber near ground level. The internal floor was below the external ground level, increasing the risk of moisture penetrating through the surrounding structure.

SCOPE OF THE EXAMPLE

This report preserves the technical findings of the recorded survey. Customer details and the address are fictional. Site identifiers, contact details and signatures are omitted. The photographic appendix includes the distinct technical views from the survey diary; exact duplicates and a location map are excluded.

RECOMMENDED REMEDIAL WORKS - TIMBER GLAZING

Provide a small scaffold tower and a suitable, clear working area. Remove each of the five glass units individually and store them safely. Clean and dry the timber rebates; seal the rebates before reinstalling the units. Re-bed the existing glazing using suitable glazing sealant, reinstall the timber beads and seal their perimeter.

While access is available, seal the upper horizontal timber section to reduce water tracking from above. Allow two operatives for one full day, subject to suitable weather, dry substrates and site conditions. The existing units are to be reused.

RECOMMENDED ACTION - SEPARATE MOISTURE ISSUE

No repair to the single uPVC window was recommended. A groundworks or drainage specialist should assess the gravel area, investigate retained water and consider improved falls, a drainage channel or a suitable soakaway. Assess whether external waterproofing of below-ground masonry is needed.

Window sealing alone will not address moisture originating from external drainage, ground levels or surrounding masonry. These works are outside the glazing scope.

RISKS WHEN OPENING THE GLAZING

Existing glass may break during removal or refitting because of age, stress or previous movement. Any replacement units would be additional work. Aged or moisture-affected timber beads may split during removal and need replacement. Hidden timber deterioration or defective fixings may become apparent once the units are removed and could require additional carpentry.

Scaffold use requires a suitable clear area and sound ground. Sealing requires dry, properly prepared surfaces and suitable curing conditions.

INSPECTION LIMITATIONS

The survey was visual and non-invasive. No concealed timber, cavities or structural elements were opened up. The glass units were not removed during the survey, so concealed rebates and fixings could not be fully assessed.

The ground and drainage were not excavated or tested. No internal finishes were removed and no moisture-meter readings or intrusive damp investigation were undertaken. The Teleflex system and uPVC window were tested operationally but not dismantled. Findings reflect conditions visible during the visit; moisture behaviour can change with rainfall and seasonal conditions.

ADVISORIES AND FURTHER INVESTIGATION

Repeated wetting may cause timber degradation even where no structural failure is visible. Sealing addresses ingress through the glazing rebates, but moisture from surrounding masonry, structural movement or higher building elements may need separate investigation.

The separate uPVC window was found to be operational and sealed correctly. Continued damp in that area should be investigated as a possible structural or ground-level problem. A specialist drainage assessment was recommended because the floor was below the adjacent external ground level.

PHOTOGRAPHIC RECORD AND PRIVACY

Twenty distinct survey photographs follow. Images are cropped to preserve the relevant technical details while removing identifying context. The location map and duplicate images are not reproduced. No invented inspection readings, measurements or customer acknowledgement have been added.

Survey photographic record

Survey photo 01



Survey photo 02



Survey photo 03



Survey photo 04



Survey photographic record

Survey photo 05



Survey photo 06



Survey photo 07



Survey photo 08



Survey photographic record

Survey photo 09



Survey photo 10



Survey photo 11



Survey photo 12



Survey photographic record

Survey photo 13



Survey photo 14



Survey photo 15



Survey photo 16



Survey photographic record

Survey photo 17



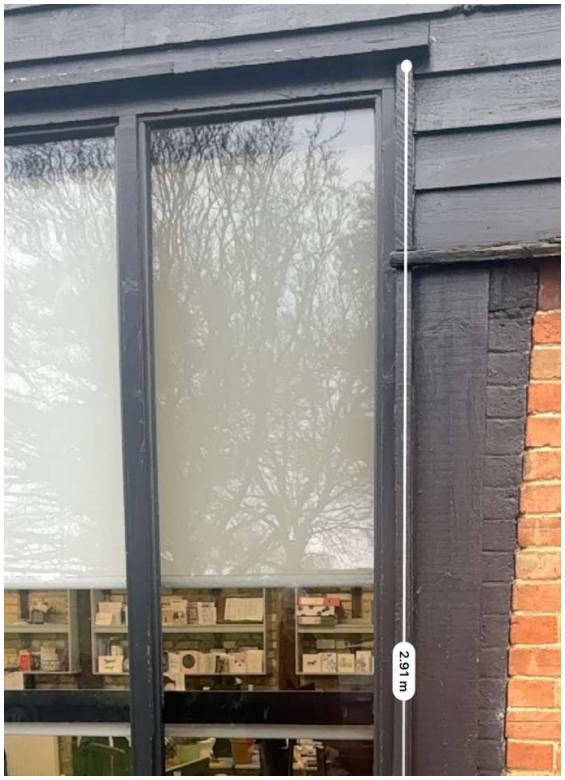
Survey photo 18



Survey photo 19



Survey photo 20



ROYAL SECURITY

Doors & Windows Ltd

SAMPLE QUOTATION

Example job 325 | Prepared 18 November 2026

SAMPLE - FICTIONAL CUSTOMER AND ADDRESS

CLIENT	John Doe
SITE	24 Demonstration Lane, Sampleton, XX0 0XX (fictional)
STAGE	2 - Illustrative quotation
ENGINEER	Royal Security engineer

PROPOSED SCOPE

Provide safe tower access and two engineers to remove and reinstate five existing glass units. Prepare and seal the timber rebates, glazing beads and frame perimeter. Seal the upper timber section to address water tracking from above. Protect surrounding finishes and handle glazing safely.

Description	Qty	Amount
Two engineers: dismantling, preparation and reinstatement	1	£535.00
Tower scaffold access equipment	1	£230.00
Travel and logistics	1	£155.00
Glazing sealants, primers and consumables	1	£90.00
Allowance for timber condition and site variables	1	£125.00
Saturday / out-of-hours uplift	1	£175.00
Illustrative total		£1,310.00

PROGRAMME

Allow one working day, subject to weather, dry surfaces, safe access and the condition of concealed timber. This example includes Saturday/out-of-hours attendance.

EXCLUSIONS AND ASSUMPTIONS

Replacement glass, replacement timber or joinery, decoration, groundworks, drainage and structural repairs are excluded. Glass damaged during removal because of age or existing stress may require replacement at additional cost. Suitable ground and a clear working area are required for scaffold access.

The scope addresses the timber glazing system only. Investigation or repair of surrounding brickwork, the wider structure and external ground conditions is separate.

EXAMPLE QUOTATION TERMS

Quotation valid for 30 days. Example payment terms are seven days after completion unless otherwise agreed in writing. Commercial invoice submission arrangements may be agreed separately.

The source quotation included 12-month workmanship cover for the applied sealing works, covering sealant or installation defects. This sample is not a live quotation, contract or payment request.

PRICING NOTE

The itemised Saturday works example totals £1,310.00. No VAT is charged. These figures demonstrate the document format and are not a fixed-price offer or a current tariff. The earlier survey was charged separately in the source records; it is not added to this example works total.

SAMPLE - FICTIONAL CUSTOMER AND ADDRESS

CLIENT	John Doe
SITE	24 Demonstration Lane, Sampleton, XX0 0XX (fictional)
STAGE	3 - Completed works and photographic record
ENGINEER	Royal Security engineer

PURPOSE OF ATTENDANCE

Carry out the recommended glazing and sealing repairs to the five-unit timber double-glazed window assembly to address water ingress through the glazing rebates and around the upper timber section.

WORK CARRIED OUT

Installed safe access equipment and protected the surrounding areas. Carefully removed the existing double-glazed units to expose the timber rebates. Cleaned, prepared and treated the rebates to provide a suitable sealing surface.

Reinstated the existing units, correctly positioned and secured them, and reseated and sealed the glazing beads. Sealed perimeter junctions between the frame and surrounding structure with appropriate glazing-grade materials.

Completed additional sealing to the upper timber section above the window to address water tracking from above. Professional sealants, primers and preparation materials were used.

RECORDED TESTING AND OUTCOME

The original completion record marked operational testing and issue resolution as complete. It recorded the window assembly as sealed, the original glazing securely reinstated and the area left clean, secure and in working order.

A separate hose test, rainfall test or measured moisture test was not documented. This sample does not add any such test result.

PARTS AND MATERIALS

Existing glazing units were reused. The work used glazing sealants, primers, cleaning and preparation materials, consumables and protection materials. No glass-unit replacement was recorded.

LIMITATIONS AND OBSERVATIONS

The timber frame and glazing beads showed signs of age and previous decoration, which may influence long-term sealant adhesion. The scope covered sealing and reinstatement of the existing units; the glass units were not replaced.

Future timber or frame movement can affect seal performance. Work was carried out externally without invasive investigation behind the structure. Sealing above the window addressed the identified water-tracking route, but issues originating from higher structural elements may need separate investigation if leakage continues.

SEPARATE DRAINAGE RECOMMENDATION

The survey identified a separate moisture issue near a uPVC/Teleflex window. That window was operational and its seals were satisfactory. The recommendation for a groundworks or drainage specialist remained separate from the five-unit glazing repair. This report does not claim that drainage, masonry or ground-level repairs were carried out.

PHOTOGRAPHIC RECORD

The following appendix contains 54 distinct technical photographs from the work diary, covering the technical views referenced by the original completion form and additional diary views. Exact duplicates are omitted. Photographs are cropped for privacy and metadata is removed; repair evidence is retained without adding or generating new site details.

DEMONSTRATION RECORD

The customer and address are fictional. Original customer contacts, signatures, acknowledger identity, location details and payment information are omitted. This is a demonstration of the report format and recorded technical scope, not a new site visit or a fresh inspection.

Works photographic record

Works photo 01



Works photo 02



Works photo 03



Works photo 04



Works photographic record

Works photo 05



Works photo 06



Works photo 07



Works photo 08



Works photographic record

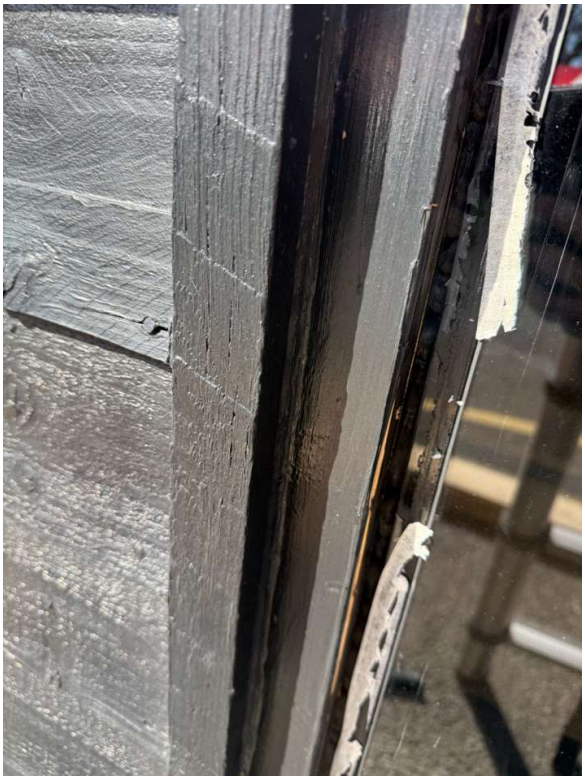
Works photo 09



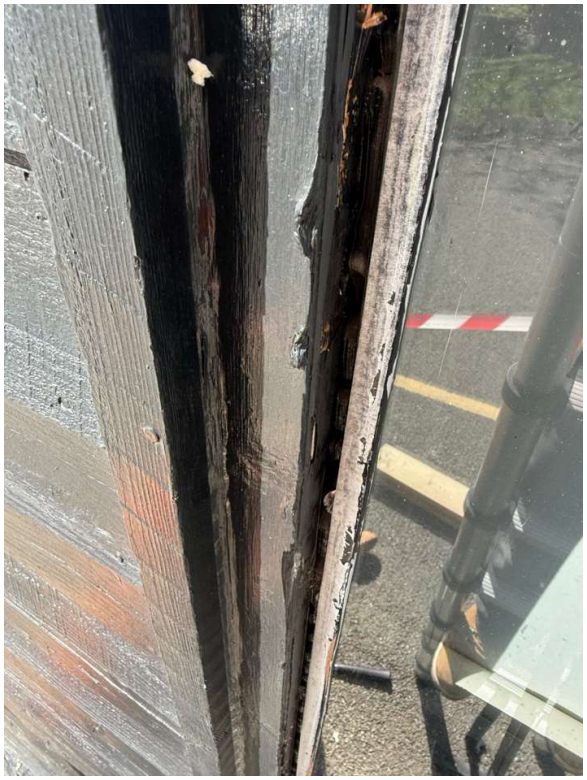
Works photo 10



Works photo 11



Works photo 12

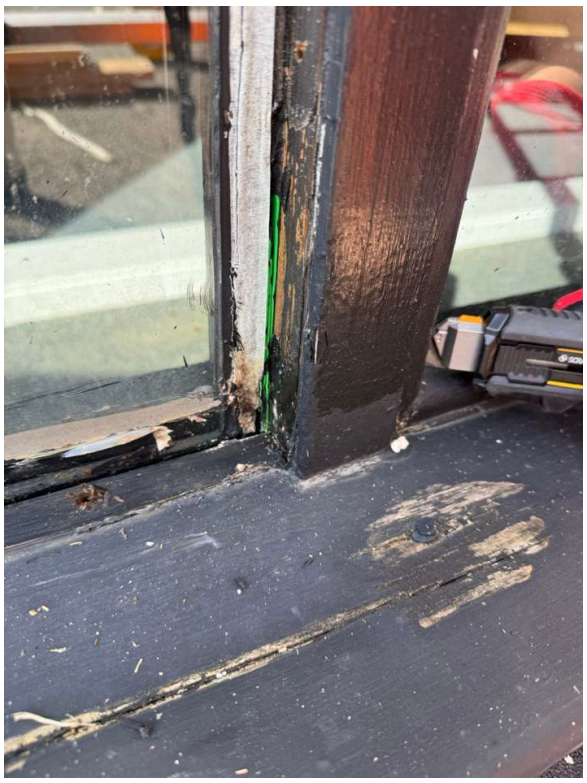


Works photographic record

Works photo 13



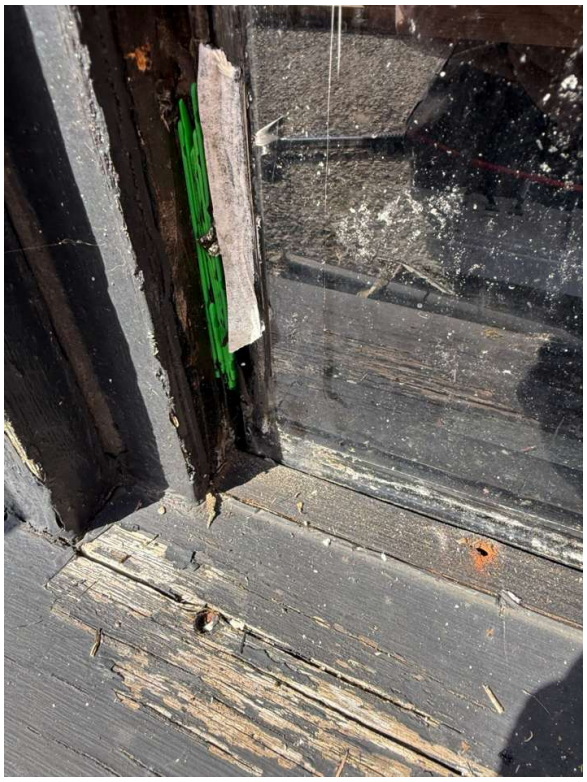
Works photo 14



Works photo 15



Works photo 16



Works photographic record

Works photo 17



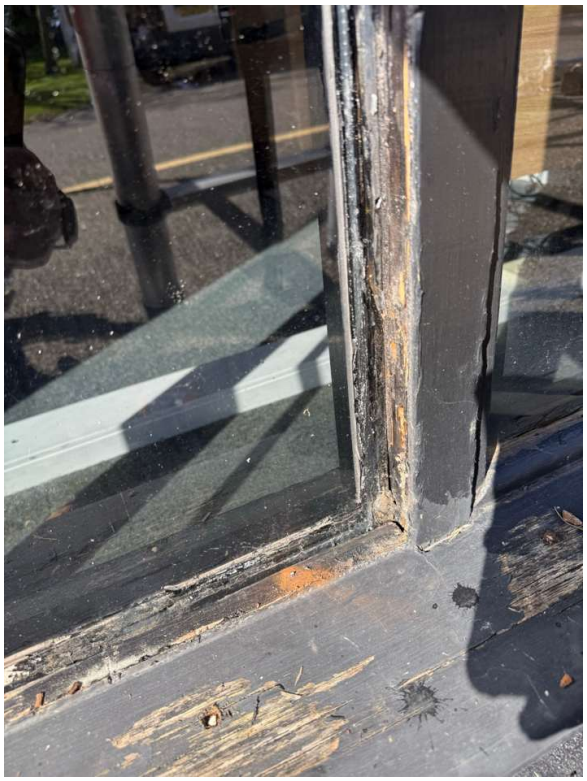
Works photo 18



Works photo 19



Works photo 20

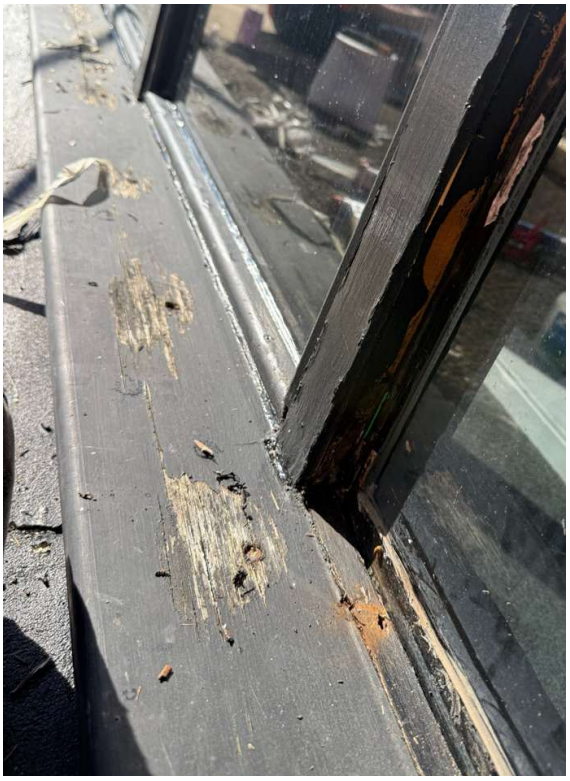


Works photographic record

Works photo 21



Works photo 22



Works photo 23



Works photo 24

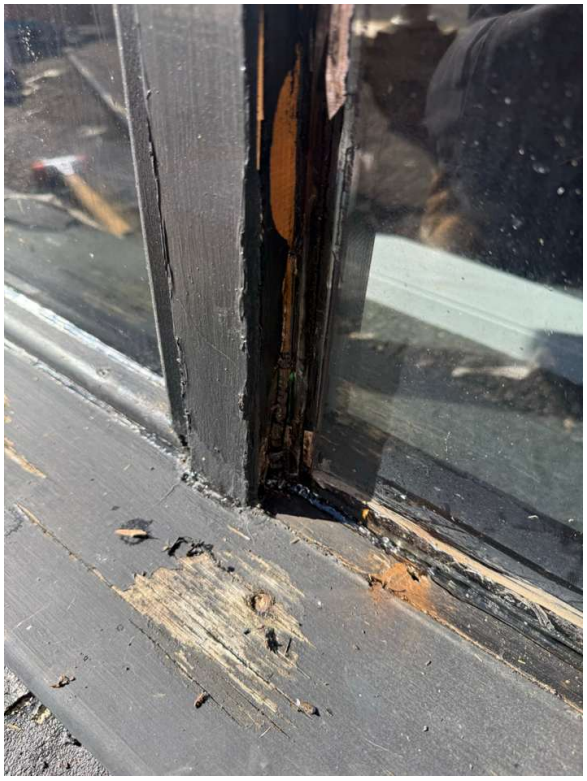


Works photographic record

Works photo 25



Works photo 26



Works photo 27

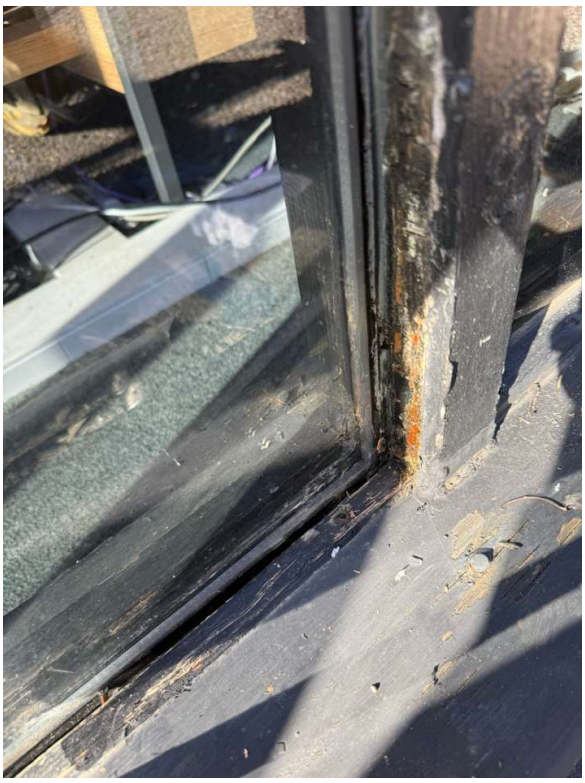


Works photo 28

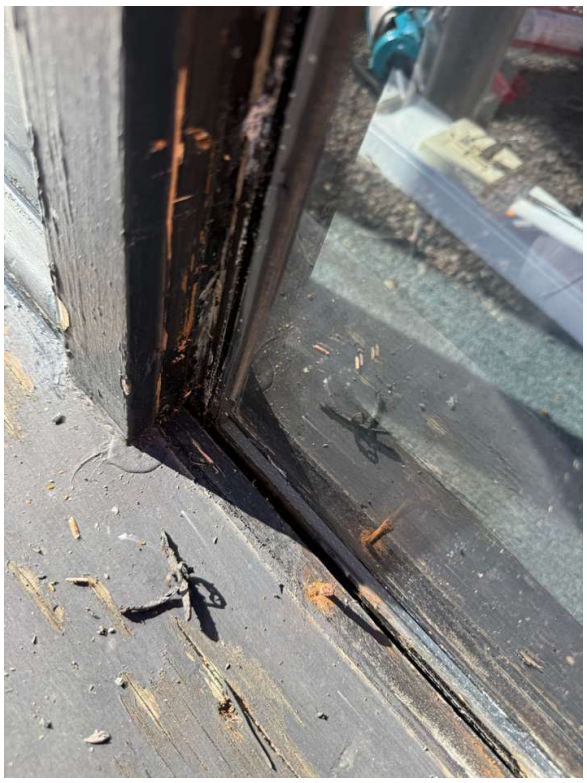


Works photographic record

Works photo 29



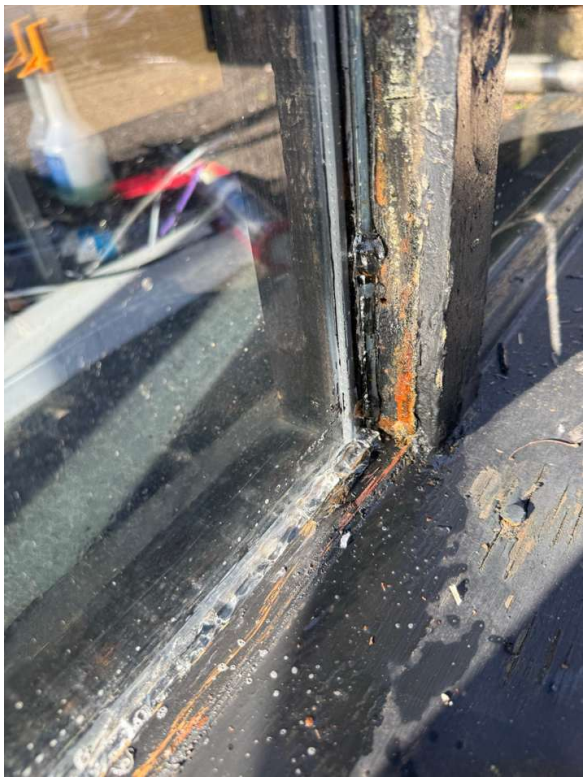
Works photo 30



Works photo 31

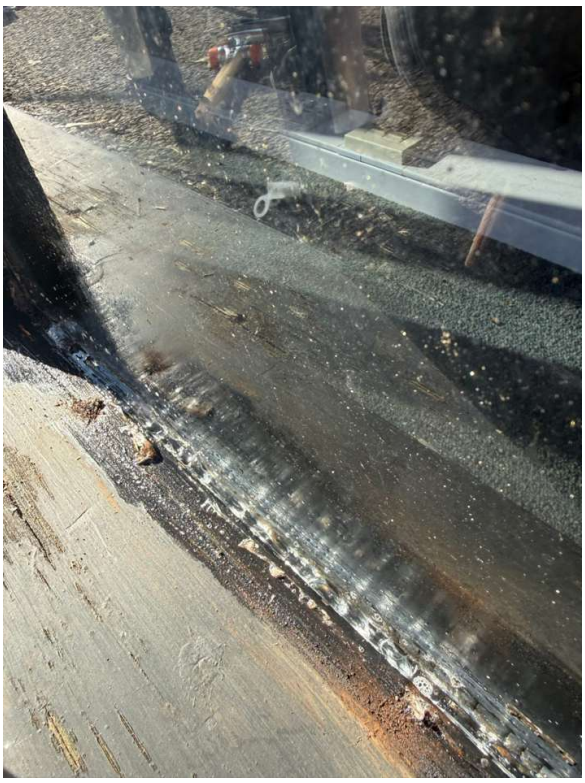


Works photo 32



Works photographic record

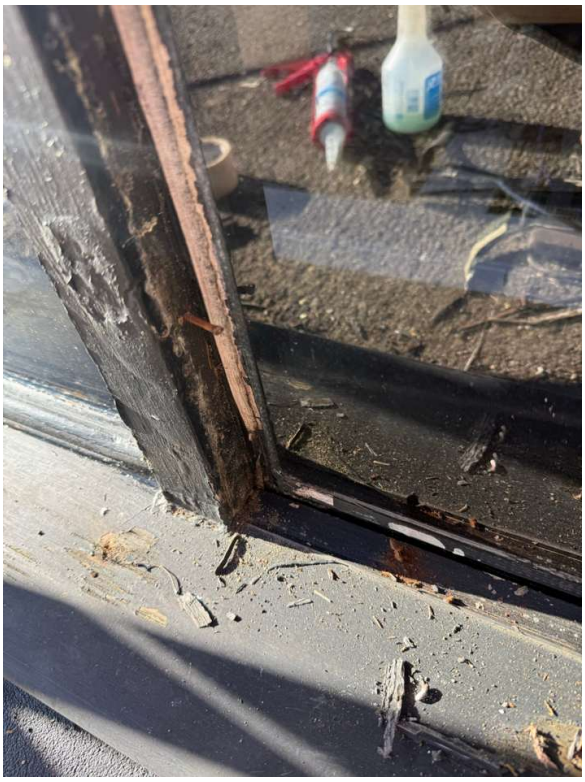
Works photo 33



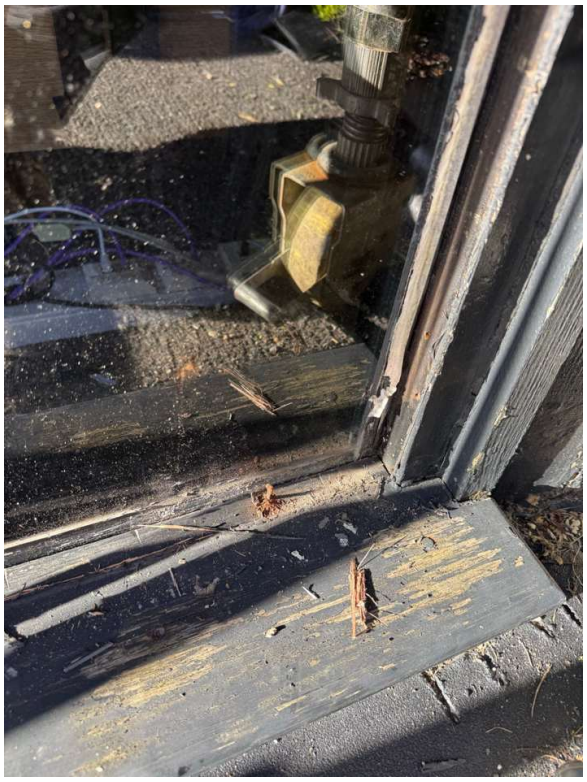
Works photo 34



Works photo 35



Works photo 36



Works photographic record

Works photo 37



Works photo 38



Works photo 39

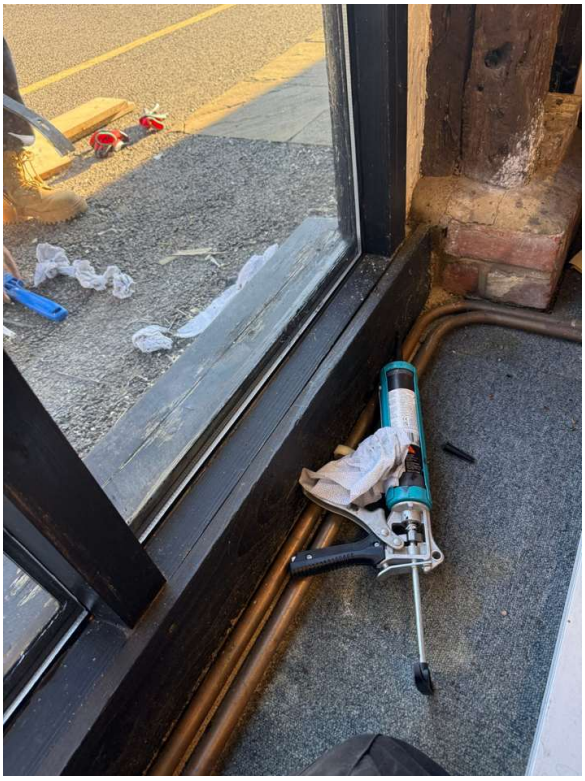


Works photo 40



Works photographic record

Works photo 41



Works photo 42



Works photo 43



Works photo 44



Works photographic record

Works photo 45



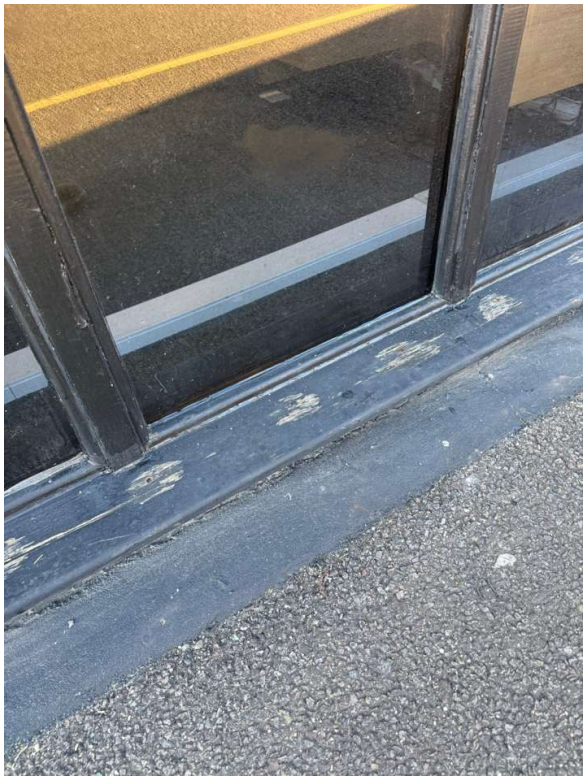
Works photo 46



Works photo 47



Works photo 48



Works photographic record

Works photo 49



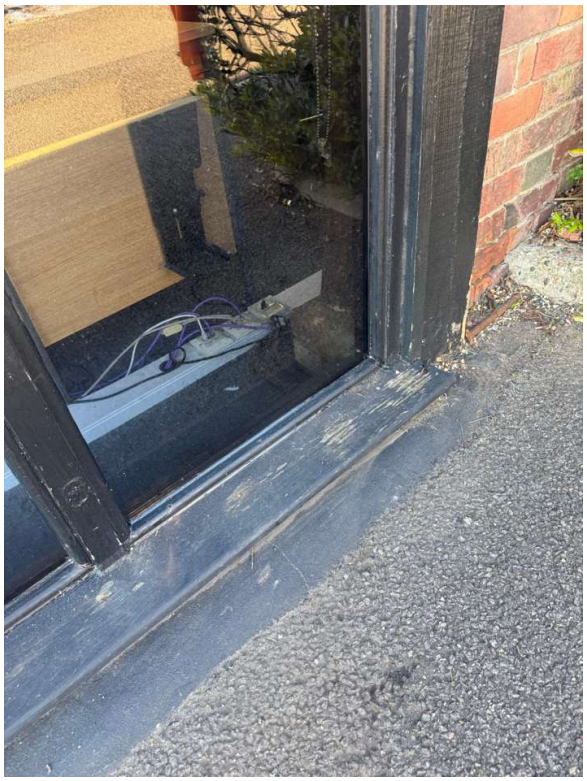
Works photo 50



Works photo 51

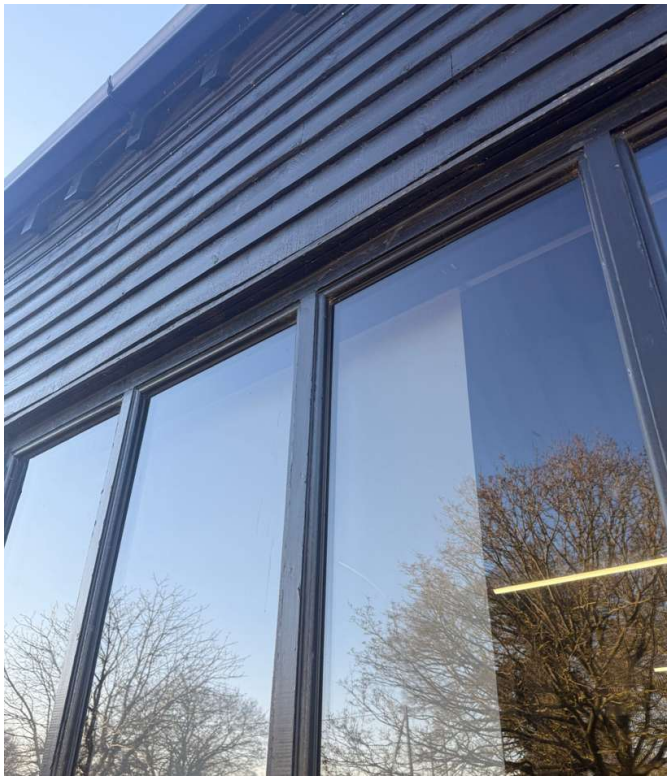


Works photo 52

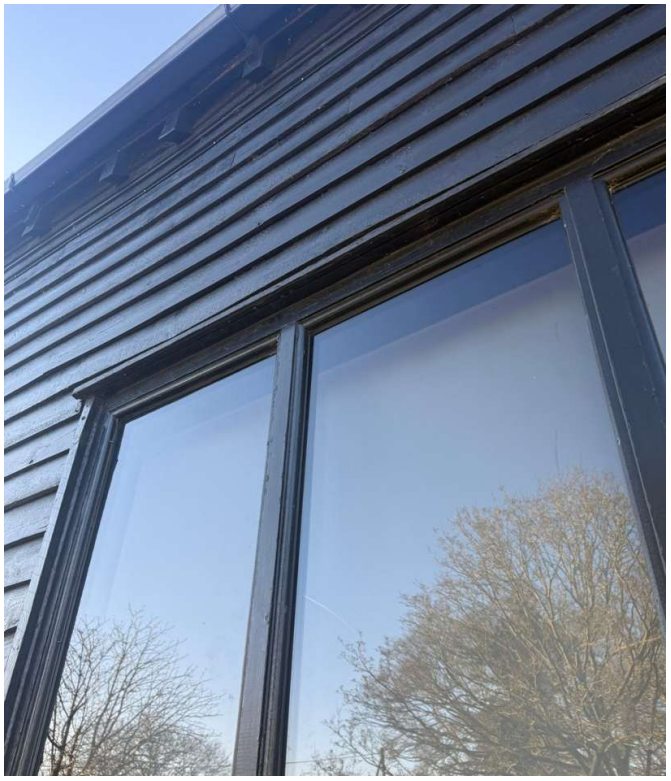


Works photographic record

Works photo 53



Works photo 54



ROYAL SECURITY

Doors & Windows Ltd

SAMPLE INVOICE

Example job 325 | Prepared 18 November 2026

SAMPLE - FICTIONAL CUSTOMER AND ADDRESS

CLIENT	John Doe
SITE	24 Demonstration Lane, Sampleton, XX0 0XX (fictional)
STAGE	4 - Illustrative invoice for completed works
ENGINEER	Royal Security engineer

SAMPLE INVOICE - NOT PAYABLE

WORK INVOICED

Remedial glazing and sealing of a five-unit timber window assembly, including safe access, removal and reuse of the existing units, preparation and sealing of rebates, beads, perimeter joints and the upper timber section. See the accompanying completion report for findings, outcome and limitations.

Description	Qty	Amount
Two engineers: dismantling, preparation and reinstatement	1	£535.00
Tower scaffold access equipment	1	£230.00
Travel and logistics	1	£155.00
Glazing sealants, primers and consumables	1	£90.00
Allowance for timber condition and site variables	1	£125.00
Saturday / out-of-hours uplift	1	£175.00
Illustrative total		£1,310.00

TAX AND PAYMENT

No VAT is charged. This is a fictional demonstration invoice. No payment is due, no payment has been requested, and no payment link or bank details are included. Pricing is illustrative only.

BUSINESS DETAILS

Royal Security Doors & Windows Ltd. Registered in England and Wales, company number 17566548. Registered office: M K Abraham Ltd, St James House, 27-43 Eastern Road, Romford, RM1 3NH.