

TRADE PARTNER SITE VISIT AGREEMENT FORM

1. TRADE PARTNER DETAILS

Company Name:		Contact Name:	
Email Address:		Phone Number:	
Project / Job Reference:		Site Address:	
Requested By:		Date of Request:	

2. PURPOSE OF SITE VISIT

We have determined that this job issue requires a site visit for further investigation. Please describe the issue or concern below:

3. AGREEMENT TERMS

- The visit will determine whether the issue relates to manufacturing, installation, or third-party factors.
- If found not to be a manufacturer fault (e.g. installation error, site condition, or third-party handling), a **flat call-out fee of £175.00 + VAT** will apply.
- The charge will be invoiced after the visit and is payable within 7 days.
- If confirmed as a manufacturer fault, no fee will be applied.
- The Trade Partner must ensure safe and unrestricted site access at the agreed time.

4. AUTHORISATION

Authorised Signatory (Trade Partner):		Position:	
Signature:		Date:	

5. MILWOOD GROUP CONFIRMATION

Technical Manager:		Visit Date (if confirmed):	
Authorised by (Milwood):		Signature:	

PAYMENT TERMS

If applicable, the call-out charge will be invoiced by Milwood Group at **£175.00 + VAT (£210.00 total)**. Payment is due within 7 days of the invoice date.

By signing this document, the Trade Partner confirms acceptance of the above terms.