

To,
Estate Manager
Prateek Laurel
Sector-120, Noida

Dt:.....

Sub:- Hiring the services of contractor
Dear Sir,

I wish to hire the services of contractor for doing the job for my flat. The details are given below.

1. Details of job.....
.....

2. Contractor Details

- (i) Name.....
- (ii) Address.....
.....
- (iii) Contact No.....

3. Contractor's Employees Details

	Name	Age	Contact No.
(i)
(ii)
(iii)
(iv)
(v)
(vi)

- 4. Period for attending the Job.....Hrs/days on/from date.....to.....
- 5. Time of attending the jobto
- 6. Details of items /equipments brought (A list having details to be submitted to security officer at main gate)
- 7. The job will be carried by experienced staff with all the safety precautions. I will be responsible for any damage to property/equipment of Prateek Group/resident/other contractor. Necessary permission may be generated for carrying out the above job in the premises.
- 8. No work will be carried out in common area. I will not keep any material in the common area while doing this work. I will make arrangement to dispose/removes the debris/malwa or any kind of waste material arises out of this job /work by my own outside the Prateek Laurel premises.

Thanking you

Signature :-

Name :-

Flat no. :

Contact no.: