

INSTRUCTION FORM

CLIENT Your Name: Organisation: Address: Email Address:	TYPE OF REPORT FULL BUSINESS APPRAISAL & VALUATION COMPACT BUSINESS APPRAISAL & VALUATION Other please Specify			
PURCHASER or BORROWER Name: Telephone(s):	FEE <p style="text-align: right;">plus VAT =</p> Fee Agreed With: <i>(if applicable)</i> Fee Quote Ref: <i>(if applicable)</i>			
BUSINESS TO BE VISITED Business Name: Address: Postcode: Type of Business: Tenure: Asking Price or Est. Market Value	PAYMENT METHOD : <table border="1" style="width: 100%;"> <tr> <td style="width: 50%;">Cardholder's Name</td> <td rowspan="2"></td> </tr> <tr> <td>Cardholder's Address</td> </tr> </table> Card Number (13 or 16 digits): Expiry Date: Card Issue No: 3 Digit Security code:	Cardholder's Name		Cardholder's Address
Cardholder's Name				
Cardholder's Address				
Owner(s): Telephone:	In order that we can complete your report without delay, please ensure that the applicable items from this list are made available prior to, or at the time of our visit. <ul style="list-style-type: none"> • Last 3 years' accounts • Current trading records • VAT returns • Building plans/costings • Borrowers' Business Plan • Agents' sales details • Inspection Reports (care homes) • Staffing rotas • Lease agreements • Any other relevant information 			
SPECIAL INSTRUCTIONS 				
<small>Unless otherwise specified, these instructions will be met in accordance with our Standard Conditions of Engagement, a copy of which can be supplied upon request</small>				
SIGNED:	DATE:			

EXPLANATORY NOTES

It is Pinder's aim to meet the exact requirements of all our clients and the following notes are designed to explain the various options available when sending instructions. If you would like to discuss these further prior to instructing, please contact the staff at Pinders who will be pleased to advise you.

1. Under the requirements of The Royal Institution of Chartered Surveyors, we can only act on behalf of the *Client* named overleaf and our report will be prepared for the *Client* in their name. The *Client* may be an individual, corporate body, lending institution or intermediary/broker acting on behalf of the *Proposed Borrower* named.
2. The report will be confidential to the *Client* and no information, either verbal or written, can be released to another party without the *Client's* express permission. Please note that this includes the *Proposed Borrower* on whose behalf the *Client* is acting.
3. It is our usual practice to provide two exact copies of the report. Unless otherwise instructed by the *Client*, both copies will be sent to the *Client* and it is at their discretion as to whether one copy is released to the *Proposed Borrower*.
4. As our contract is with the *Client*, they are at all times responsible for settlement of our fees in respect of their instructions. Whilst we are happy to accept cheques or credit card payments directly from the *Proposed Borrower* for ease of administration, this does not alter the contractual responsibility of the *Client* in this regard. Similarly, such payment does not confer any contractual rights to the report upon the *Proposed Borrower*.
5. Pinders will carry out the preparation of a report in accordance with the Conditions of Engagement contained within the report, a copy of which may be obtained from Pinders upon request. Where the *Client's* instructions require the report to be prepared under differing conditions, such variations will be agreed prior to acceptance of the instructions.

Completed instruction forms should be sent to Pinders at:

Pinders
Pinder House
Central Milton Keynes
MK9 1DS

Telephone: 01908 350500
Fax: 01908 350501
e-mail: instructions@pinders.co.uk
