

Name
Address 1
Address 2
Address 3
Address 4
Postcode

252-254 High Street
Guildford
Surrey
GU1 3JG
Tel: 01483 504200 (Opt 3)
Fax: 01483 483261

Date

Dear

Christmas & New Year Opening Hours

With the onset of winter, and with Christmas approaching, we are writing to advise you of our Christmas and New Year opening hours as follows:

To be advised

For this period when we are closed, and for other such occasions throughout the year, we have an emergency service available as follows:

GAS BOILER/CENTRAL HEATING EMERGENCIES	Mark Foster MAS Heating & Plumbing	07709 790289 Mark Strudwick – 07968 292814
GAS ESCAPE	Call National Grid UK	0800 111 999 (formerly Transco)
TOTAL ELECTRICITY FAILURE	Call your Electricity Supplier	
FOR ALL OTHER GENERAL EMERGENCIES	Nick Eagleton David Smith	Nick Eagleton - 07947 359691 David Smith - 07766 428053

If you get an answering machine when you call, please ensure you leave your name and telephone number, then they should respond quickly.

We must stress that this service must **only** be used in the event of a **genuine emergency** arising outside our normal office hours.

All maintenance calls (including emergencies) during our Christmas opening times and our normal office hours at other times during the year should continue to be made to the above number (**01483 504200/Option 3**).

Normal office hours are Monday to Friday, 9.00 a.m. to 5.30 p.m. (closed on Bank Holidays).

Hopefully no emergency will mar the Christmas holiday. Please accept our early best wishes for Christmas and the New Year.

Yours sincerely



Paul Chilton
Head of Property Management
Email: paul.chilton@mseproperty.co.uk