



Dear  
Date

**COVID-19 Important Information – PLEASE READ**

Due to the COVID-19 pandemic, Stafford UPVC Windows Limited are working towards Government & Industry Guidelines focusing on safe and best practices.

As such, you will find enclosed our “**Homeowner Self-Assessment Form**” which we will require you to fill out and sign at the point of when your contract has been signed. This form is designed to assess risk to you and to members of the Stafford UPVC team for us to complete the works in hand.

Once the form has been received, we will attach this to your contract and assess all relevant risks during the contract duration. This will include:

- Survey – our surveyor will complete their own risk assessment prior, during and after the survey has taken place
- Installation – our installation team will complete their own risk assessments prior, during and after installation has taken place.

During the period between the signing of your “**Homeowner Self-Assessment Form**” and prior to starting works on your contract, should your circumstances change in anyway, you must inform us so that we can apply the best practices going forward to ensure the safety of both you, the homeowner, and members of the Stafford UPVC team. As such, we will maintain close contact with you should the circumstances within our team change at any point and if this will have any impact on installations.

The contact details for members of our team are as follows:

Surveyor – Daniel Smith [daniel.smith@staffordupvcwindows.co.uk](mailto:daniel.smith@staffordupvcwindows.co.uk)  
Installations Manager – Tim Adams [tim.adams@staffordupvcwindows.co.uk](mailto:tim.adams@staffordupvcwindows.co.uk)  
24 Hour contact number – 01785 246516 (please leave a voicemail if no answer)

For reference of our Method Statements, Risk Assessments & Policies, please visit (Website) [www.staffordupvcwindows.co.uk](http://www.staffordupvcwindows.co.uk)

We thank you for your co-operation during this time and we look forward to working with you on your home improvement.

Should you have any issues, please do not hesitate to contact Stafford UPVC Windows Limited and we will be happy to oblige.

Kind Regards

Guy Allcock  
Managing Director

**STAFFORD  
U.P.V.C.  
WINDOWS**