

Your instructions	Insert your instructions in the box below e.g. "preliminary bat roost assessment"	Insert the total cost we agreed in your quotation:
		<div style="background-color: black; width: 100px; height: 30px; display: inline-block;"></div> +VAT

Check this box if you would like your work to begin within 14 Days. **You must check this box if you have requested our 'Rapid' or 'Next Working Day' report service.**

Invoice Details	Name	Mr Gurdial Singh		
	Company			
	Address	Morinda, The Green, Rownhams		
	City	Southampton	Postcode	SO16 8AJ
	Email	<div style="background-color: black; width: 100%; height: 15px;"></div>		
	Telephone Number	<div style="background-color: black; width: 100%; height: 15px;"></div>	Purchase Order	

Payment	<p>Full payment is required prior to the release of your report. We will raise an invoice on receipt of your instructions to expedite this process for you. Prompt settlement of your account will expedite the booking process and will be required for all urgent and next working day reports.</p> <p>Secure online payment: arbtech.co.uk/pay-online (All major debit and credit cards accepted)</p> <p>Bank <div style="background-color: black; width: 100%; height: 15px;"></div></p>
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Your Site	Site Address	Morinda, The Green, Rownhams Southampton SO16 8AJ
	Please provide site access details, or anything else you think we should know:	

Booking confirmation

I confirm that I am authorised to commission the works described above. I have read and understood your fee quotation(s), key facts document(s) and Terms and Conditions of Business (<https://arbtech.co.uk/terms-conditions>), and I accept them. This is my written instruction to proceed with the works described above. I understand that full payment is due at the time of my instruction and my report will not be released without it. I understand that if third party goods or services are necessary to discharge my instructions they are not included within the quoted cost. I understand Arbtech requires free and unfettered access to my site and Arbtech Consulting Ltd and its representatives will not be responsible for site security or keyholding.

Print Name	Mr Malcolm Harvey		
Company & Position	Agent	<div style="background-color: black; width: 100%; height: 30px;"></div>	
Signed	<div style="background-color: black; width: 100%; height: 30px;"></div>	Date	02/085/2023

What happens now?

- Please scan or take a photo of your completed form and e-mail it to Julia Robinson: booking@arbtech.co.uk. Once we receive your booking form you will receive a confirmation e-mail accepting your booking and soon thereafter, our invoice.
- Same or next working day, one of our consultants will contact you. They may request additional information, and will also confirm the date and time of your survey and deadline for your report.
- Once we are in receipt of payment, your report will be released to you.

Preliminary Bat Roost Assessment (“PRA”) Fees

Biological Records Data Search

- Commission a data search of existing protected sites and species records from your local biological records centre within a 1-2km radius of your site.
- If advised in the Fees section, costs for this element are an indication based upon your local record centre’s current guidance and may change depending on their formal quote.

Fees

We will confirm these costs to you separately once we have obtained an accurate estimate from your LRC.

We will always seek your written authorisation before procuring biological records on your behalf. Timescales for delivery of third-party data or services may vary.

Site Survey, Desk Study, Mapping and Report

- Study of relevant ecological receptor datasets to include the BRD searches commissioned from your local records centre, and the DEFRA electronic database (MAGIC).
- Preliminary bat roost assessment for all bat species including a physical inspection of all internal and external features suitable for roosting (that are accessible). This includes a full internal inspection of roof voids and other spaces (where appropriate and safely accessible).
- Qualitative assessment of habitat value and roost suitability at the site.
- Assessment of bird and barn owl presence (if any).
- Preparation of PRA report compliant to Bat Conservation Trust (2016) guidelines

Survey Fees – Please choose one of the options below by ticking the relevant box

Standard

Survey from 2-4 weeks



Rapid

ASAP: Guaranteed 2-5 working days, subject to availability



Next Working Day/Weekend

As “Rapid” with your report delivered by 5PM the next working day.



Please select your service level from the boxes above and complete and sign the form below to book your survey, then scan or take a photo of both pages and email it to booking@arbtech.co.uk