



Unit 23/24 Brookhouse Business Park,  
Hadleigh Road Industrial Estate,  
Ipswich, Suffolk, IP2 0EF

### **Falcon Windows Virtual Appointment**

Dear Customer,

Since the Covid-19 pandemic started, we have offered customers the option of Virtual Appointments. Now restrictions have been relaxed, we are pleased to continue offering this service if required.

If you would like a virtual appointment, please feel free to contact us. Please see below the information we would require to provide you with an accurate quotation. If you are currently self-isolating, shielding or would just like a quotation without a home visit, this option will help you obtain a quote.

Please feel free to Email your information and requirements to [john@falconwindows.com](mailto:john@falconwindows.com)

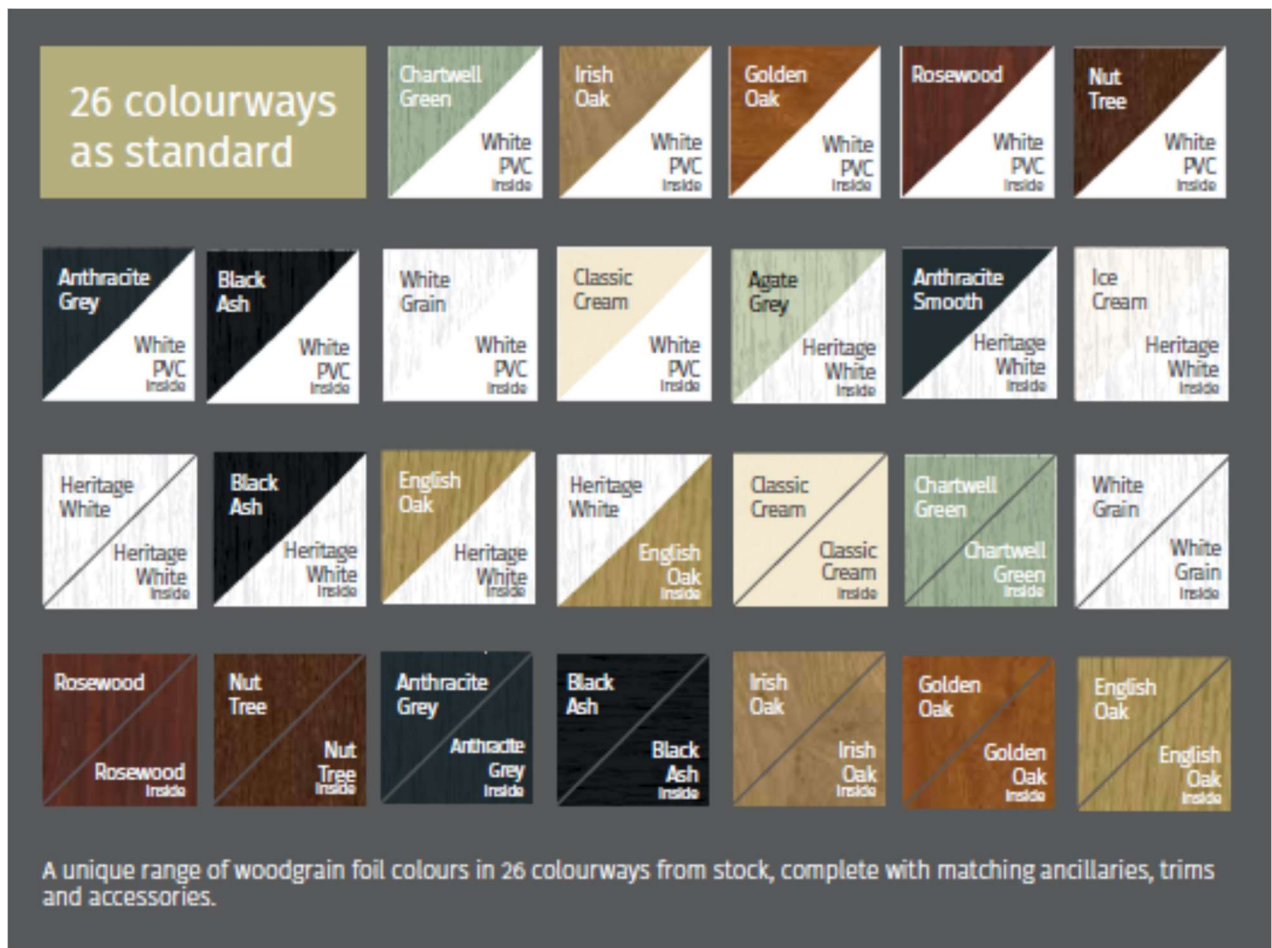
We will aim to return an accurate quotation to you within 2 working days.

#### **Windows & Doors**

- Please take a photograph of the external elevation/s of the property that you require a quotation on
- If you house was built before 1940, please take a photo of the inside of one of the windows (this is so we can see if box sash removal etc is required)
- Please give us approximate sizes of the windows you require replacing along with their locations (please do not worry about dimensions being too accurate- we would take our own surveyed sizes if the project progressed to an order);

Location;	Width (cm or inches);	Height (cm or inches);	Is obscured glass required?





Please circle your required colour, or write it down in the requirements above.

Please let us know if you are in a conservation area or the property is listed.

### **Roofline & Cladding**

- Please take a photo of the elevations of the house you require a quotation for
- Please specify colours of Fascias/ Soffits/ Cladding/ Guttering required
- When photographing the elevations, please try to ensure that the ground is also visible in order to help us price scaffolding (this will help us tell if Conservatories need to be bridged etc)

### **Conservatories**

- Please take a photo of the area of the property you would like to Conservatory sited on and let us know the following information;
- Approximate size of proposed structure
- What is access like for the site? Is there a path/ gate at least 800mm wide to the proposed site?
- Do you live in a terraced/ semi-detached/ detached property and have you had previous extensions (this will have a bearing on if planning permission is required)?
- Would you like brickwork around the lower section or floor to ceiling glass?

- Would you like a full height wall where the structure faces a boundary?
- Would you like a Polycarbonate/ Glass/ Lightweight Tiled Roof?
- Would you like the structure plastered internally?
- What are your electrical requirements?
- Would you like us to arrange heating?
- Would you like the thermal barrier removed between the house and the Conservatory (this will have implication on Building regulations and therefore the cost)?
- What colour frames for the windows & doors would you like?

### **Your Quotation**

If you are happy to supply us with the above information, as well as an approximate geographical location, for any of the above products, we will be able to supply you with an accurate quotation as well as CAD drawings in some cases.

In all cases, we will aim to return a quotation within two working days.

Please note that we only carry out installations in Suffolk, North Essex and South Norfolk, so if you are outside of these areas, we will be unable to provide a quotation.

Please Email all enquiries to; [john@falconwindows.com](mailto:john@falconwindows.com)

If there are relevant brochures, we can Email you with your quotation, we will do so.

If you require an appointment by phone, please specify this in your Email along with convenient days/ times to call you so we can discuss your requirements.

Thank you for your interest,

The Falcon Windows Team