

This pack contains really useful information that will be of great assistance to those conducting a survey of timbers within a property. It contains two examples of how to layout a professional report for presentation to your clients following a timber inspection as well as standard phrases for use when compiling a timber infestation or dry rot report.

### **CGD 3A: The Timber Survey:**

*A valuable and very informative document that contains basic survey procedures, survey equipment requirements, note taking guidance, areas of special risk etc.*

### **CGD 3B: Timber Treatment Principles:**

*A simple single sheet document for you to enclose with your reports being sent to prospective clients. The purpose of this document is to reassure a client and create the right impression.*

### **CGD 3C: Specimen Timber Inspection Report:**

*This CGD is an example of a structural timber survey report of a typical three bedroom property. The report demonstrates a tried and tested lay out formula that incorporates virtually all of the points contained in the guidance note CGD 2A. Also contains a formal estimate layout.*

### **CGD 3D: Specimen Dry Rot Report:**

*This CGD is an example of a dry rot survey report and specification. The report demonstrates a tried and tested lay out formula that incorporates virtually all of the points contained in the guidance note CGD 2A. □ Also includes a formal estimate layout.*

### **CGD 3E: Timber Report Standard Phrases:**

*The beginning and end of most standard 'timber' reports are usually very similar with only a few slight variations. In addition many phrases and standard notes used in timber reports are the same so it makes sense that these are listed for quick referral and use. This CGD contains 70 standard phrases, 5 different estimate layouts, several standard opening combinations, sign offs, standard notes etc. some of which are specific to a dry rot survey report. Each of the notes, phrases etc are coded enabling you to save each one under 'auto text' to assist in the word processing of a report.*

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### **To Purchase**

These Guidance Documents contain a wealth of information gained over many years that will prove to be extremely useful to any building preservation company. The entire collection of Guidance Documents is available for purchase for the sum of £250.00. All of the Packs are supplied on CD in word format so that you will be able to adapt the documents for your own use. To purchase please complete the attached CGD Purchase Order Form. Please make certain that you include your name, address and telephone number with your order.

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