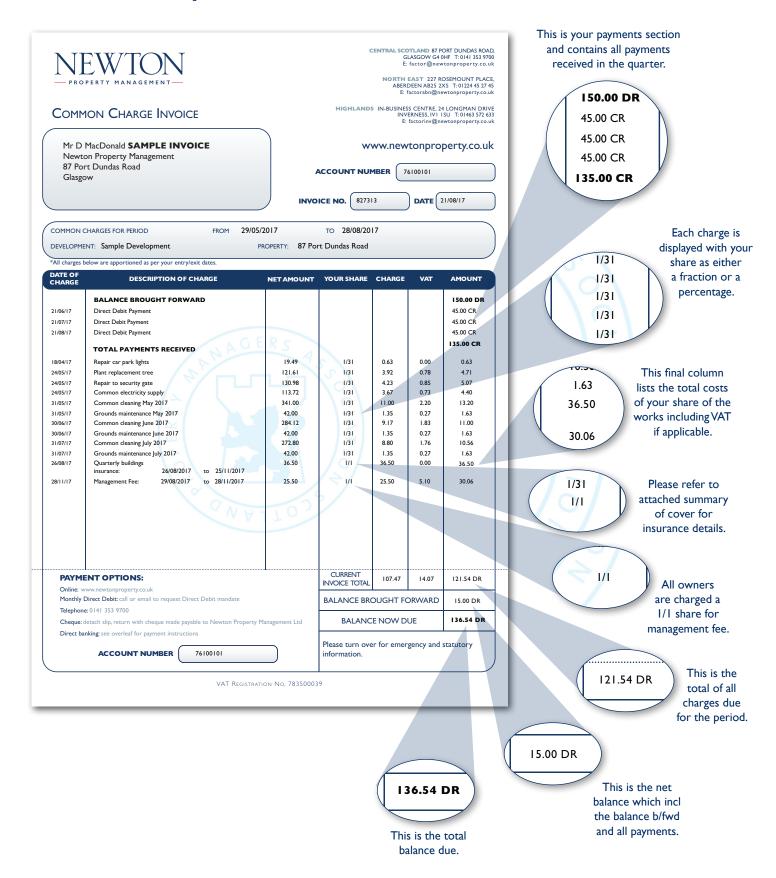
Your invoice format explained

This is a sample invoice



This sample invoice contains details for emergency trades for common repairs out of hours on the reverse.



EMERGENCY TELEPHONE NUMBERS

CENTRAL SCOTLAND

HIGHLANDS

NORTH EAST

ALL TRADES/ROOFING/JOINERY

DOOR ENTRY/ALARM Northern Security Systems:

JOINER/LOCKSMITH

ALL TRADES Apardion:

Hunter Building Services: 0141 420 1616

0141 954 5911

ELECTRICIAN/PLUMBER

DOOR ENTRY/AUTOMATIC GATE

PTM Security:

MacDonald & MacIntyre:

ELECTRICIAN

Wyvis Roofing:

PLUMBER

Hunter Building Services: 0141 954 5911

Please state clearly to the contractor that your building is factored by Newton Property Management. All contractor details are offered as a courtesy, none of the contractors have a financial or other regular administrative link with our company. It is your own risk to call and the contractors' discretion whether to attend calls out of hours.

DIRECT BANKING

Please quote your 8 digit Newton account number (found overleaf) as the payment reference, and pay:

Account number: 82 20 00

INSURANCE

It is the responsibility of each owner to ensure their property is fully insured. Depending on the individual circumstance, there may be a common policy in force. The premiums for common policies will be levied direct to your account and appear on this statement. Where a common policy is in force, this may not reflect the current reinstatement value of the property inclusive of site clearance costs, professional fees, and applicable VAT. If this is the case, it is the owners' responsibility to ensure the cover is adequate and to increase or arrange additional cover as necessary and to meet the requirements of any mortgages. In respect of buildings insurance, the premium listed on this invoice is a quarterly instalment towards the annual premium unless otherwise stated. Property Owners Liability Insurance and lift insurance premiums listed on this invoice are each owners' share of the development premium for the year.

STATEMENT OF SERVICES

Newton Property Management are a registered property factor. Our registration number is PF000108. A copy of our written statement of services is available on request.

DATA PROTECTION LEGISLATION

Under current Data Protection Legislation, Newton Property Management is registered as a Data Controller in respect of clients' personal information held and processed in our files. This data is held for property management purposes. Information pertinent to unpaid accounts may be passed to collecting agencies for recovery. Private individuals have a legal right of access to their personal information held in our records. By legislation this right may be processed by written