

Date

RE: Service Proposal for - **Building Name & Address** - Garage Door and Operator Maintenance

Thank you for your inquiry regarding maintenance of the garage doors and operators located within your complex. Regular maintenance on garage doors and operators extends the life of the equipment and can help reduce future repair costs.

We are happy to offer your complex the following special rates based on a minimum number of units scheduled for maintenance:

\$120 per inspection* + \$6.00 for Shop Supplies + GST (minimum 5 units)

\$115 per inspection* + \$6.00 for Shop Supplies + GST (minimum 10 units)

\$110 per inspection* + \$6.00 for Shop Supplies + GST (minimum 15 units)

**This is discounted from our Regular Service Inspection rate of \$140.00 per inspection.*

During a general maintenance inspection, you can expect our technician to complete the following: lubricate all moving parts; adjust spring tension, if required; inspect the rollers, cables, hinges, top and bottom fixtures, back hanging, bearings, fasteners, weather stripping, operator limits, wall button, remotes, keypad, photocells, batteries, light bulbs, and operator safety features. Any additional parts required are optional and come at an added cost.

If requested, our technician can assess the condition of the doors and operators in the complex and provide a report noting any minor repairs that are recommended, as well as suggested order of replacement of doors and operators for strata budgetary purposes. Please let us know if this is of interest to you.

Once you are ready to move forward with your maintenance, it would be helpful if you could advise approximately how many units may be interested in participating. We will provide a schedule template for you to complete with the necessary information to prepare an access schedule for our technician.

If you have any questions regarding this service, please let me know.

Thank you for your interest and have a wonderful day.

Tricia Elliott
Financial Controller & Administrative Manager