Ashford Business Services Ltd

Vendor service report

Record each contractor visit - what was done, how long it took, and whether it passed.

Report number	VSR-2026-001
Vendor	Company
Engineer	Sarah Mitchell
Date of visit	9 November 2026
Service type	Planned / reactive

Work performed

Describe the work carried out. as agreed at the meeting.

Time on site

Arrived	Departed	Total hours
10:30 am	10:30 am	

Findings and recommendations

Finding	Recommendation	Quoted
Finding	Recommendation	£45.00
Finding	Recommendation	£120.00

Satisfaction

Work satisfactory	Yes
Follow-up required	Yes

Sign-off

Engineer	Facilities contact	Date