3v Architectural Hardware Limited

Unit F, Silwood Park

Buckhurst Road

Ascot

Berkshire

SL5 7PW 8th April 2020

Dear Sirs,

# Re: Hilton Hotel, Woking

#

We enclose herewith our Order No. 32512 for the ironmongery supply at the above,

**Our Project Manager will confirm, in writing, once your schedules are approved. Ironmongery is NOT to be procured until such written confirmation is received.**

We trust this is self-explanatory but, should you have any queries, please contact the undersigned.

Yours faithfully,

## Simon Thorpe

cc: R C Hayhoe

 M O’Brien

 M Robinson

 J Wray

 T Finnis

 D Singh

 P Bennett

3v Architectural Hardware Limited

Unit F, Silwood Park

Buckhurst Road

Ascot

Berkshire

SL5 7PW 8th April 2020

# ORDER NO 32512

# Re: Hilton Hotel, Woking

To supply ironmongery in accordance with the documentation listed below (copies of which are attached):-

1. RCL’s invitations to tender dated 29.03.19 and the enclosures listed therein.
2. Your quotation ref TS0162-T16-R1, dated 26.09.19.

Total order value £134,040.90

Please note the following:-

1. Your price is fixed for the duration of the works
2. Delivery charges are included
3. Terms: Monthly
4. Discount: Nett
5. Programme: Our Contracts Manager will agree a delivery schedule with yourselves
6. Requests for Information must be in writing and should be addressed to our

 Project Manager

1. Should any terms or conditions within your quotation contradict the terms of this order, this order will take precedence

h) You are to provide the following by return:-

1. O & M manual data
2. All relevant fire certificates

Please note that your final payment will not be released until we are in receipt of this

i) Our Project Manager will confirm, in writing, once your schedules are approved. Ironmongery is NOT to be procured until such written confirmation is received.

j) Ironmongery is to match the approved samples.

1. Suiting (if required) is included within your rates
2. The Project address is:-

Raphael Contracting Ltd

 c/o SRM

 Victoria Square,

Victoria Way,

Woking,

GU21 6DG

 Contracts Manager Mr Mark Robinson

 Mobile No. 07968 010377

 Project Manager Mr Jason Wray

 Mobile No. 07968 010377