Architectural Armour Ltd

4 The Courtyard

Station Road

Dullingham

CB8 9UP

6th April 2021

Dear Sirs,

# Re: 21 Moorfields, London EC2

We enclose herewith our Order No 32982 for the supply and install of glazed screens at the above mentioned project.

Please refer to section l) of this order for your health and safety obligations, in addition please forward all relevant COSHH information, method statements and risk assessments to site, for the attention of Mr Paul Haugh, before you commence work

**You are to provide all necessary drawings but you are not to commence these until you receive the most up to date Construction Information from our Site Team. You are then not to commence manufacture until you have had written confirmation that your drawings and/or samples have been approved.**

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

P Haugh

D Singh

P Bennett

Architectural Armour Ltd

4 The Courtyard

Station Road

Dullingham

CB8 9UP

ORDER NUMBER 32982 6th April 2021

Dear Sirs,

# Re: 21 Moorfields, London EC2

To supply and install glazed screens at the above mentioned project all as the documentation detailed below (copies of which are attached):-

1. Our invitation to tender e mail dated 04.01.21 and the enclosures referenced therein.
2. Your quotation dated 26 January 2021

Total Order Value £24,450.00 (plus VAT).

Please note the following:-

a) Your price is fixed for the duration of the works

**b) You are to provide all necessary drawings but you are not to commence these until you receive the most up to date Construction Information from our Site Team. You are then not to commence manufacture until you have had written confirmation that your drawings and/or samples have been approved.**

c) Terms: Monthly

d) Programme: Your works are currently scheduled to be carried out during February / March 2022. Our Contracts Manager will agree a more detailed programme with yourselves. We note that your lead in is 10 – 12 weeks.

e) Discount: Nett

f) Retention will be held at 5%. One half will be released at practical completion and the balance at the end of the defects liability period

g) Dayworks will only be used as the basis for valuing variations where agreed rates/sums are not applicable and they cannot be accurately pro-rata’d. In these instances sheets must be offered for signature within 7 days of the works being carried out

h) Requests for information must be in writing and should be addressed to our Project Manager

i) Should any terms and conditions within your quotation contradict the terms of this order, this order will take precedence

j) You are to provide all samples that we request on behalf of the design team, once approved all materials are to be in accordance with these samples.

l) Works are to be undertaken fully in accordance with all relevant Health & Safety Regulations including the provision of all necessary PPE for our operatives. **It is a condition of this order that our Health & Safety questionnaire, a copy of which is attached, is completed to the satisfaction of our Director in charge of safety, Martin O’Brien**

m) Attendances are to be as the attached schedule

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

1. O & M Manual data
2. All relevant fire, acoustic, security and thermal certification.

Please note that your final payment may not be released until we are in receipt of these

o) All labour is to be employed fully in accordance with Government employment legislation and with **100% CSCS membership**

p) The Project address is:-

Raphael Contracting Ltd

c/o SRM

Gate 1

Moor Lane

London

EC2Y 9DP

Contracts Manager Mr Paul Haugh

Mobile No. 07970 045912