**ASSA ABLOY Ltd**
School Street
Willenhall
West Midlands
WV13 3PW  14th March 2019

Dear Sirs,

# Re: 425 Oxford Street, London W1

#

We enclose herewith our Order No. 31979 for the supply only of metal door sets at the above.

**THIS IS FORMAL RATIFICATION OF CORRESPONDANCE PREVIOUSLY ISSUED AT SITE LEVEL, ALL OF THESE GOODS HAVE PREVIOUSLY BEEN MANUFACTURED, THEREFORE DO NOT MANUFACTURE THEM AGAIN.**

Please refer to section j) 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.

Please forward copies of your current tax and insurance details to our Chessington office for the attention of our Mr P Bennett.

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

Yours faithfully,

## Toby Finnis

Enc.

cc: R C Hayhoe

 M O’Brien

 P Haugh

 S Thorpe

 D Singh

 P Bennett

**ASSA ABLOY Ltd**
School Street
Willenhall
West Midlands
WV13 3PW  14th March 2019

Order No. 31979

# Re: Walsingham House, London EC3

To supply only metal doorsets at the above, all in accordance with the documentation listed below (copies of which are attached):-

1. Our enquiry dated 28.03.18 and the enclosures listed therein.
2. Your quotation E67741 Rev 5 received 28.06.18 for the sum of £62,874.00

Please note the following:

1. Your price is fixed for the duration of the works
2. Drawings are to be issued to RCL within 2 weeks of this order
3. Delivery charges are included
4. Discount: 8%

e) Retention: None

f) Programme:- All items have been delivered.

g) Requests for Information must be in writing and should be addressed to our

 Project Manager.

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

i) You are to provide the following by return:

1. O & M manual data
2. All relevant fire and acoustic certification

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

j) The Project address is:

Raphael Contracting Ltd

 c/o SRM

 425 Oxford Street

 Mayfair

 London

W1C 2PJ

 Contracts Manager Mr Paul Haugh

 Mobile No. 07970 045912