Astor Bannerman

Unit M1

The Elephant Works

Andoversford Link

Cheltenham

Gloucestershire

GL54 4LB 14th May 2021

Dear Sirs,

# Re: Victoria Square Woking, Public WC’s

We enclose herewith our Order No 33029 to design, supply and install “Changing Places” equipment at the above mentioned project.

**We will advise whether we require any of the contents of the Ancillary kit under separate cover.**

**You are not to commence manufacture and/or procure materials until you have received the most up to date Construction Information from our Site Team and, where applicable, had drawings and/or samples approved.**

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 David Sanders, before you commence work

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

 D Sanders

 J Wray

 J Hayhoe

 D Singh

 P Bennett

Astor Bannerman

Unit M1

The Elephant Works

Andoversford Link

Cheltenham

Gloucestershire

GL54 4LB

ORDER NUMBER 33029 14th May 2021

Dear Sirs,

# Re: Victoria Square Woking, Public WC’s

To design, supply and install “Changing Places” equipment all as the documentation detailed below (copies of which are attached):-

1. Your quotation No Q80363, hand amended so as to include the 20 inch dispenser roll.

Total Order Value £9,859.00 (plus VAT).

**We will advise whether we require any of the contents of the Ancillary kit under separate cover**

Please note the following:-

a) It is a condition of this order that you complete, sign and return the attached design statement

b) Payment terms: To be agreed

c) Deliveries: Total lead in, including the preparation of drawings, is 5 weeks. Our Contracts Manager will agree a programme with yourselves. Your quotation is fixed for the duration of the works

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) Where applicable all materials are to be in accordance with approved samples.

k) **You are not to commence manufacture and/or procure materials until you have received the most up to date Construction Information from our Site Team and, where applicable, had drawings and/or samples approved.**

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. **We attach a copy of your completed Health & Safety questionnaire which has been completed to the satisfaction of our Health & Safety consultant**

m) Attendances are to be as the attached schedule

n) You are to provide the following:-

1. Drawings for approval
2. O & M Manual data (by return)

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

 Victoria Square,

Victoria Way,

Woking,

GU21 6DG

 Contracts Manager Mr David Sanders

 Mobile No. 07967 331912

 Project Manager Mr Jason Wray

 Mobile No. 07968 010377