B J Waller

20 Wilburton Rd

Stretham

Cambridgeshire

CB6 3LN 17th May 2019

Dear Sirs,

# Re: Maggies, Royal Marsden Hospital, Sutton, Surrey

We enclose herewith our Order No 27607 for the ironmongery supply at the above.

**Ironmongery is not to be procured until you receive written confirmation that your schedule is approved.**

**This order is not intended to duplicate anything already issued by our Mark Robinson, for the avoidance of doubt we only require, in total, the quantities of ironmongery listed out on the approved schedule, DO NOT PROVIDE ANY IRONMONGERY OVER AND ABOVE THAT ON THE SCHEDULE WITHOUT OBTAINING FROM OUR MARK ROBINSON WRITTEN INSTRUCTION TO DO SO.**

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

Yours faithfully,

## S C Thorpe

cc: R C Hayhoe

 M O’Brien

 M Robinson

 J Hayhoe

 D Singh

 P Bennett

B J Waller

20 Wilburton Rd

Stretham

Cambridgeshire

CB6 3LN 17th May 2019

ORDER NUMBER 27607

# Re: Maggies, Royal Marsden Hospital, Sutton, Surrey

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

1. Your e mailed quotation ref Q5265J Rev 1 dated 14.03.19

For the sum of £6,858.93

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 Project Manager will forward a detailed delivery schedule
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
2. You are to provide the following by return:-
3. O & M manual data
4. All relevant fire certificates

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

of this.

1. **Ironmongery is not to be procured until you receive written confirmation that you schedule is approved.**
2. Ironmongery it to match that which has been selected as part of the approval process.
3. Suiting (if required) is included within your rates
4. The Project address is:-

Raphael Contracting Ltd

 C/O SRM

(Maggies) Royal Marsden Hospital

Sutton,

SM2 5NG

 Contracts Manager Mr Mark Robinson

 Mobile No. 07968 0103