Dolphin

Southpoint,

Compass Park

Bodiam

TN32 5BS 2nd December 2019

Dear Sirs,

# Re: 55 – 93 Knightsbridge, London

#

We enclose herewith our Order No 32661 for the supply and fix of the Dolphin Alavo units at the above mentioned project.

Please refer to section i) 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

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

 G Buck

 J Hayhoe

 D Singh

 P Bennett

Dolphin

Southpoint,

Compass Park

Bodiam

TN32 5BS 2nd December 2019

ORDER NR 32661

Dear Sirs,

# Re: 55 – 93 Knightsbridge, London

#

To supply & fix Alavo Vanity unit at the above, all as the documentation detailed below (copies of which are attached):-

1. Our invitation to tender e mail dated 10.01.19 and the enclosures referenced therein.
2. Your quotation No DBM1173ST01/V3 received 10.01.19
3. Your email 05.11.19 confirming discount

Total Order Value £63,913.50 (plus VAT).

Please note the following:-

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

b) Terms: Monthly

c) Discount: 2%

d) 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

e) 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

f) Programme: Our Contracts Manager will agree a programme with yourselves.

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

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

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

j) Our Project Manager will forward, under cover of an Addendum Order, a full set of construction information. The vanity units are to be manufactured to these details in preference to anything referred to elsewhere within this order

k) 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**

l) You are to provide the following:-

1. O & M Manual data (by return)

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

m) The Project address is:-

Raphael Contracting Ltd

C/O SRM

 1 – 4 William Street

 London

 SW1X 9HL

 Contracts Manager Mr Paul Haugh

 Mobile No. 07970 045912

 Project Manager Mr Gary Buck

 Mobile No. 07968 010386