Elite Architectural Ironmongery Ltd

25-31 Lower Loveday Street

Birmingham

B19 3SE 17th April 2020

Dear Sirs,

# Re: 25 Cannon Street, London EC4

We enclose herewith our Order No 32782 for the ironmongery supply at the above.

**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.**

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

 M Robinson

 J Hayhoe

 D Singh

 P Bennett

Elite Architectural Ironmongery Ltd

25-31 Lower Loveday Street

Birmingham

B19 3SE 17th April 2020

# ORDER No. 32782

# Re: 25 Cannon Street, London EC4

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

1. RCL’s invitations to tender dated 10.10.19 and the enclosures listed therein.
2. Your quotation dated 16.10.19.

Total order value £86,418.80

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: 5%
5. Programme: Our Contracts Manager will agree a delivery schedule with yourselves
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. Your quotation includes for the provision of all necessary samples (see below) and priced & unpriced ironmongery schedules.
2. **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.**
3. Ironmongery is to be supplied in accordance with your approved schedule
4. All ironmongery is to match the approved samples.
5. Suiting is included within your rates
6. The Project address is:-

 Raphael Contracting Ltd

c/o BAM Construction Ltd

 25 Cannon Street,

London,

EC4M 5TA

 Contracts Manager Mr Mark Robinson

 Mobile No. 07968 010377