Elite Architectural Ironmongery Ltd

25-31 Lower Loveday Street

Birmingham

B19 3SE 13th December 2019

Dear Sirs,

# Re: Plumstead Library, London SE18 1JL

We enclose herewith our Order No 32662 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

 D Sanders

 J Hayhoe

 D Singh

 P Bennett

Elite Architectural Ironmongery Ltd

25-31 Lower Loveday Street

Birmingham

B19 3SE 13th December 2019

# ORDER No. 32662

# Re: Plumstead Library, London SE18 1JL

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

1. Your quotation No 124256 dated 05.12.19

Total order value £18,002.10

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 has agreed a detailed 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. Ironmongery is to be supplied in accordance with your approved schedule
3. All ironmongery is to match the approved samples.
4. **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.**
5. Suiting is included within your rates
6. The Project address is:-

 Raphael Contracting Ltd

C/O Osborne

1 Abery St

Plumstead

London

SE18 1DB

 Contracts Manager Mr Dave Sanders

 Mobile No. 07967 331912