Elite Architectural Ironmongery Ltd

25-31 Lower Loveday Street

Birmingham

B19 3SE 7th January 2019

Dear Sirs,

# Re: Wellington House

We enclose herewith our Order No. 32267 for the ironmongery supply at the above.

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

I Andrew

D Singh

P Bennett

Elite Architectural Ironmongery Ltd

25-31 Lower Loveday Street

Birmingham

B19 3SE 7th January 2019

# ORDER No. 32267

# Re: Wellington House

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

1. Our e mailed enquiry dated 02.08.17 and the enclosures listed therein
2. Your quotation No 123722 dated 09.02.18

Total order value £25,459.60

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 Project Manager will agree 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

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. Individual items of ironmongery are not to be procured until the corresponding samples have been approved. Once approved all ironmongery is to match the samples. Non approval of individual items of ironmongery is not to delay the procurement of the balance of the approved items.
3. Suiting is included within your rates
4. The Project address is:-

Raphael Contracting Ltd

C/O Isg

Wellington House

60-68 Wimbledon Hill Road

Wimbledon

SW19 7PA

Project Manager Mr Dave Sanders

Mobile No. 07967 331912