Formwise Washrooms

Unit 3, Wendel Point,

Ryle Drive

Park Farm

Wellingborough

Northamptonshire

NN8 6BA 4th March 2020

Dear Sirs,

# Re: Re: Hilton Hotel, Woking

We enclose herewith our Order No 32774 for the supply and fix of the toilet cubicle system and vanity units at the above mentioned project.

Please refer to section l) 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 Mark Robinson, before you commence work

All timber based products for this project are to be accredited as either FSC 100% or FSC 70% mix and are to have full chain of custody.

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 Wray

 T Finnis

 D Singh

 P Bennett

Formwise Washrooms

Unit 3, Wendel Point,

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Northamptonshire

NN8 6BA

ORDER NUMBER 32774 4th March 2020

Dear Sirs,

# Re: Hilton Hotel, Woking

To supply and install toilet cubicle system and vanity units all as the documentation detailed below (copies of which are attached):-

1. Our invitation to tender e mail dated 09.04.19 and the enclosures referenced therein.
2. Your quotation No F013515SR1 / F013815SR1 dated 04.03.20

Total Order Value, including correx protection, £72,340.00 (plus VAT).

Please note the following:-

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

b) All timber based products for this project are to be accredited as either FSC 100% or FSC 70% mix and are to have full chain of custody.

c) Terms: Monthly

d) Deliveries: Our Contracts Manager will agree a programme with yourselves.

e) Discount: 2.5%

f) 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

g) 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

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

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

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

k) Our Project Manager has issued, under cover of an Addendum Order, a full set of construction information. Joinery has been manufactured to these details in preference to anything referred to elsewhere within this order

l) 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**

m) Attendances are to be as the attached schedule

n) You are to provide the following:-

1. O & M Manual data (by return)

(ii) Chain of custody documentation (immediately following deliveries)

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

o) All labour is to be employed fully in accordance with Government employment legislation and with **100% CSCS membership**

p) The Project address is:-

Raphael Contracting Ltd

 c/o SRM

 Victoria Square,

Victoria Way,

Woking,

GU21 6DG

 Contracts Manager Mr Mark Robinson

 Mobile No. 07968 010377

 Project Manager Mr Jason Wray

 Mobile No. 07968 010377