JMS Specialist Joinery Ltd

Unit B Bourne End

Kineton Road

Southam

CV47 0NA 20th May 2019

For the attention of Mr J Gould

Dear Sirs,

# Re: Plumstead Library, London SE18 1JL

We enclose herewith our Order No 32458 for the supply of joinery at the above.

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

D Sanders

T Finnis

D Singh

P Bennett

JMS Specialist Joinery Ltd

Unit B Bourne End

Kineton Road

Southam

CV47 0NA 20th May 2019

Order No. 32458

# Re: Plumstead Library, London SE18 1JL

To supply joinery at the above, all as the documentation detailed below and the enclosures listed therein (copies of which are attached):-

1. Our emailed invitation to tender dated 21.03.18 (and the enclosures listed therein).
2. Our emailed invitation to tender addendum Nr 1 dated 28.03.18 (and the enclosures listed therein)
3. Our emailed invitation to tender addendum Nr 2 dated 28.03.18 (and the enclosures listed therein)
4. Our emailed invitation to tender addendum Nr 3 dated 02.05.18 (and the enclosures listed therein)
5. Our emailed invitation to tender addendum Nr 4 dated 03.05.18 (and the enclosures listed therein)
6. Our emailed invitation to tender addendum Nr 5 dated 27.07.18
7. Our emailed invitation to tender addendum Nr 5 dated 17.10.18
8. Your quotation ref 6768/AB dated 25.04.18 for doors & frames in the sum of £52,835.07.
9. Your quotation ref 6768.5/AB dated 08.11.18 for joinery items in the sum of £269,094.44.

Total Order Value £321,929.51 (nett plus VAT)

Please note the following:-

a) Your price is fixed for the duration of the works, **we will issue, under cover of an addendum order, details of the allowance that you will be paid to accommodate this.**

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: Nett, Monthly

d) Deliveries: Our contracts manager will agree a detailed drawings and delivery schedule with yourselves. **You are not to outsource the preparation of any drawings without prior agreement, including agreed costs, with ourselves.**

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

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

g) All samples requested by ourselves are to be provided, where applicable all materials are to be in accordance with approved samples.

h) Our Project Manager has issued a full set of construction information, which will be instructed via a retrospective Addendum Order. Joinery is to be manufactured to these details in preference to anything referred to elsewhere within this order

i) You are to provide the following:-

1. O & M Manual data (by return)
2. Chain of custody documentation (immediately following deliveries)
3. Fire and acoustic certificates (where applicable)

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

j) 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