John Planck Ltd

Slip 7 Annexe,

The Historic Dockyard,

Chatham

ME4 4TZ 25th November 2019

For the attention of Mr A Sweatman

Dear Sirs,

# Re: 29 New End – Hampstead – Luconi Doors

We enclose herewith our Order No. 32658 to design, supply and fix Luconi doors at the above mentioned project w**hich represents formal ratification of previous correspondence carried out at site level and as such requires no further specific action from yourselves.**

**Please refer to item l(ii) of the attached order for our requirements as to PI Insurance.**

Please refer to section j) 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 Paul Haugh before you commence work.

We trust this is self-explanatory but, should you have any queries, please contact the undersigned.

Yours faithfully,

Toby Finnis

cc R C Hayhoe

 M O’Brien

 P Haugh

 S Thorpe

 D Singh

 P Bennett

John Planck Ltd

Slip 7 Annexe,

The Historic Dockyard,

Chatham

ME4 4TZ 25th November 2019

**Order Number 32658**

# Re: 29 New End – Hampstead – Luconi Doors

To design, supply & fix atrium support metalwork in accordance with the documentation listed below (copies of which are attached):-

1. Our e mail enquiry dated 02.04.19 and the enclosures listed therein.
2. Your email of 15.10.19 with revised drawings and quotation P109038 Rev C
3. Approved glass sample 07.08.19
4. Our emailed addendum order number 11 dated 15.11.19 inclusive of approved drawings

Total Order Value £21,570.20

Please note the following:-

1. Your price is fixed for the duration of the works
2. Delivery charges are included
3. Discount: Nett.

d) 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

1. 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.

f) Programme: Likely 2 visits required for 1st and 2nd fix within the programme period of 06.01.20 and 26.03.20, to be agreed at site level

g) Attendances are to be as the attached schedule.

h) Requests for Information must be in writing and should be addressed to our

 Project Manager.

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

j) 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 is completed to the satisfaction of our Director in charge of safety, Martin O’Brien**

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

l) You are to provide copies of the following documents:-

1. O & M manual data (by return)
2. Upon renewal, a copy of your PI Insurance Certificate confirming cover of not less than £2m. This is to be updated annually for a period of not less than 12 years.

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

m) **Our Project Manager has issued, under cover of an addendum order, a full set of current information. Doorsets are to be manufactured to these details in preference to anything issued previously.**

n) The Project address is:-

 C/O Blenheim House Construction Ltd

29 New End

Hampstead

London

NW3 1JD

 Contracts Manager Mr Paul Haugh

 Mobile No. 07970 045912