**Mega Glass Ltd.**

Unit 3 Foster Avenue

Woodside Park

Dunstable

LU5 5TA 27th February 2023

Dear Sirs,

# Re: 57 Campden Hill Road, London W8

We enclose herewith our Order No 33246 to supply and fix shower screens and gym mirrors at the above mentioned project.

**Our Project Manager will issue, under cover of an Addendum Order, a full set of construction information. Shower screens and mirrors is to be installed to these details in preference to anything referred to elsewhere within this order**

Please refer to section i) 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 Paul Haugh, before you commence work

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

 P Haugh

 J Hayhoe

 D Singh

 P Bennett

**Mega Glass Ltd.**

Unit 3 Foster Avenue

Woodside Park

Dunstable

LU5 5TA

ORDER NUMBER 33246 27th February 2023

Dear Sirs,

# Re: 57 Campden Hill Road, London W8

To supply and install shower screens and gym mirrors all as the documentation detailed below (copies of which are attached):-

1. Our invitation to tender e mail dated 24.03.22 and the enclosures referenced therein.
2. Our Tender Addendum email dated 24.10.22 and the enclosures referenced therein.
3. Your quotation Ref CQ 22-351 Rev C dated 16.12.22.

Total Order Value, including installation, £13,057.30 (plus VAT).

Please note the following:-

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

b) Terms: Monthly

c) Programme: Our Contracts Manager will agree a programme with yourselves.

d) Discount: Nett

e) 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

f) 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

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

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

i) All necessary samples are to be provided by yourselves, all materials are to be in accordance with approved samples.

j) **Our Project Manager will issue, under cover of an Addendum Order, a full set of construction information. Shower screens and mirrors are to be installed to these details in preference to anything referred to elsewhere within this order**

k) 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**

l) Attendances are to be as the attached schedule, delivery charges are included.

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

n) You are to provide the following:-

1. O & M Manual data (by return)

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

p) The Project address is:-

Raphael Contracting Ltd

 C/O BSB

 57 Campden Hill Road

 London

 W8 7DY

 Contracts Manager Mr Paul Haugh

 Mobile No. 07970 045912