Poole, Waite & Co. Ltd

3 Clerkenwell Road

London

EC1M 5PE 21st October 2019

Dear Sirs,

# Re: 55 – 93 Knightsbridge, London

We enclose herewith our Order No.32627 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

 P Haugh

 G Buck

 J Hayhoe

 D Singh

 P Bennett

Poole, Waite & Co. Ltd

3 Clerkenwell Road

London

EC1M 5PE 21st October 2019

# ORDER No. 32627

# Re: 55 – 93 Knightsbridge, London

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

1. Our e mailed enquiry dated 14.03.18 and the enclosures listed therein
2. Your quotation emailed 26.03.18, hand amended to reflect the scope for the historic rooms only

Total order value £6,092.56

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: Nett
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
4. All relevant fire certificates

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. Our Project Manager will forward under cover of an Addendum Order a full set of construction information. **Ironmongery is to be supplied to these details in preference to anything referred to elsewhere within this order**
3. 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.
4. Suiting is included within your rates
5. The Project address is:-

Raphael Contracting Ltd

 C/O SRM

 1 – 4 William Street

 London

 SW1X 9HL

 Contracts Manager Mr Paul Haugh

 Mobile No. 07970 045912

 Project Manager Mr Gary Buck

 Mobile No. 07968 01038