Salto Systems Ltd

1 The Court

Holywell Business Park

Northfield Road

Southam

CV47 0FG 17th April 2023

Dear Sirs,

# Re: Re: Hilton Hotel, Woking – PPC works

We enclose herewith our Order No 33325 to remove and refix door handle systems 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

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

D Singh

P Bennett

J Hayhoe

Salto Systems Ltd

1 The Court

Holywell Business Park

Northfield Road

Southam

CV47 0FG

ORDER NUMBER 33325 17th April 2023

Dear Sirs,

# Re: Hilton Hotel, Woking – PPC works

To remove and refix door handle systems all as the documentation detailed below (copies of which are attached):-

1. Our emailed tender enquiry dated 03.01.23
2. Your quotation HRP0003607 dated 18.01.23.

Total Order Value, **£20,340.00** (plus VAT).

Please note the following:-

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

b) Terms: Monthly

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

d) Discount: None

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) Attendances are as the attached schedule

h) Requests for information must be in writing and should be addressed to our Contracts 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) 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) All labour is to be employed fully in accordance with Government employment legislation and with **100% CSCS membership**

n) 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