Salto Systems Ltd

1 The Court

Holywell Business Park

Northfield Road

Southam

CV47 0FG 14th November 2020

Dear Sirs,

# Re: Re: Hilton Hotel, Woking

We enclose herewith our CONFIRMATION Order No 32730 for the supply and fix of the door handle systems at the above mentioned project, this order provides formal ratification of Mark Robinsons site level order on 02.11.20 @ 15:13 by email, the required goods have already been delivered to site, **THIS IS NOT AN ORDER FOR A FURTHER 217 NR UNITS.**

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,

Toby Finnis

cc R C Hayhoe

 M O’Brien

 M Robinson

 J Wray

 S Thorpe

 D Singh

 P Bennett

 J Godman

Salto Systems Ltd

1 The Court

Holywell Business Park

Northfield Road

Southam

CV47 0FG

CONFIRMATION ORDER NUMBER 32730 30th November 2020

Dear Sirs,

# Re: Hilton Hotel, Woking

This order provides formal ratification of Mark Robinsons site level order on 02.11.20 @ 15:13 by email, the required goods have already been delivered to site, **THIS IS NOT AN ORDER FOR A FURTHER 217 NR UNITS.**

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

1. Your quotation HRP0003607 dated 28.10.20 hand amended to reflect the 208 No. XS4’s that are now required (not 207 No. as per your quotation)

Total Order Value, **£64.494.00** (plus VAT).

Please note the following:-

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

b) Terms: Monthly

c) Deliveries: The goods have already been delivered to site.

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**

l) 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

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

 Project Manager Mr Jason Wray

 Mobile No. 07968 010377