**ASSA ABLOY Ltd**   
School Street   
Willenhall   
West Midlands  
WV13 3PW  31st July 2018

Dear Sirs,

# Re: 425 Oxford Street, London W1

# 

We enclose herewith our Order No. 31979 for the supply and fix of metal doorsets at the above.

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 Mr Paul Haugh, before you commence work.

Please forward copies of your current tax and insurance details to our Chessington office for the attention of our Mr P Bennett.

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

Yours faithfully,

## Toby Finnis

Enc.

cc: R C Hayhoe

M O’Brien

P Haugh

S Thorpe

D Singh

P Bennett

**ASSA ABLOY Ltd**   
School Street   
Willenhall   
West Midlands  
WV13 3PW  31st July 2018

Order No. 31979

# Re: Walsingham House, London EC3

To supply and fix metal doorsets at the above, all in accordance with the documentation listed below (copies of which are attached):-

1. Our enquiry dated 28.03.18the and enclosures listed therein.
2. Your quotation E67741 Rev 5 received 28.06.18 for the sum of £57,809.00

Please note the following:

1. Your price is fixed for the duration of the works
2. Drawings are to be issued to RCL within 2 weeks of this order
3. Delivery charges are included
4. 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

e) 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:- Our Contracts Manager will agree a delivery and installation programme with yourselves

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, a copy of which is enclosed, is completed and returned to our Head Office, 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 the following by return:

1. O & M manual data
2. All relevant fire and acoustic certification

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

m) The Project address is:

Raphael Contracting Ltd

c/o SRM

425 Oxford Street

Mayfair

London

W1C 2PJ

Contracts Manager Mr Paul Haugh

Mobile No. 07970 045912