Woodside Joinery (Staircases) Ltd,

Unit 39 – 40 Llantarnam Industrial Park,

Cwmbran

NP44 3AX 27th February 2023

Dear Sirs,

# Re: 57 Campden Hill Road, London W8

We enclose herewith our Order No 33289 to supply and fix a staircase and associated balustrading at the above mentioned project.

**Our Project Manager will issue, under cover of an Addendum Order, a full set of construction information. The staircase 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

Woodside Joinery (Staircases) Ltd,

Unit 39 – 40 Llantarnam Industrial Park,

Cwmbran

NP44 3AX

ORDER NUMBER 33289 27th February 2023

Dear Sirs,

# Re: 57 Campden Hill Road, London W8

To supply and install a staircase and associated balustrading all as the documentation detailed below (copies of which are attached):-

1. Our invitation to tender e mail dated 12.12.22 and the enclosures referenced therein.
2. Your quotation Ref Q09706/01b dated 15.12.22 in the sum of £190,850.00 for the staircase only.
3. Your email 16.01.23 confirming the extra over cost for balusters at £59,310.00.
4. Your email 19.01.23 confirming payment terms

Total Order Value, including installation, £250,160.00 (plus VAT).

Please note the following:-

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

b) Terms:-

 Deposit with order 20%

 Instalment to commence production 20%

 Instalment to commence on site 40%

 Final instalment upon satisfactory completion of works 20%

c) Programme: Our Contracts Manager will agree a programme with yourselves based upon the following agreed durations:-

 Drawing preparation 4 weeks

Manufacturer 10 weeks

Installation 4 weeks

d) Discount: 2.5% mcd

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 and drawings are to be provided by yourselves, all materials are to be in accordance with approved samples and drawings.

j) **Our Project Manager will issue, under cover of an Addendum Order, a full set of construction information. The staircase 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

o) You are to maintain Product Liability insurance in the minimum sum of £5m.

p) The Project address is:-

Raphael Contracting Ltd

 C/O BSB

 57 Campden Hill Road

 London

 W8 7DY

 Contracts Manager Mr Paul Haugh Mobile number 07970 045912