Geoffrey Osborne Ltd

Fontyne House

17-49 London Rd

Reigate

RH2 9PY

6th April 2017

For the Attention of Ms Rosemary Jones.

Dear Sirs,

RE: St Paul’s School General Teaching Building, Phase 1

Sub-Contract order ref 016073/8762 – Carpentry & Joinery

We enclose herewith two copies of the above that have, as agreed with your Mr M Jeffreys, been amended, initialled and signed.

In addition we confirm, that in agreement with your Mr M Jeffreys, the first half of retention will be released on the Date for Completion of the Main Contract Works, with payment being made in accordance with relevant provisions with the Sub-Contract.

We look forward to receipt of our executed copy in due course.

Yours faithfully,

Richard Hayhoe

C.C. MOB/DS/IA/TF/PDB/ST