

Bob Hurcomb
Cappagh
Waterside Way
Wimbledon
SW17 0HB

17th May 2010

Dear Bob

Ref: Office building 12 Waterside Way

Further to our recent telephone conversation I have pleasure in showing the revised cost to supply & lay Heavy contract carpet tiles as detailed below.

Specification:

Ground Floor Corridor

To be fitted in carpet tiles with tackifier adhesive to be applied to sub floor. Aluminium trims fitted to all doors at transition with other floor coverings as required.

Quality selected - Elite carpet tiles Colour Pewter

Above work to be carried for e revised cost of £795.00 + VAT @ 17.5%

Toilets to left at end of Ground Floor Corridor

To be fitted in **Polysafe safety flooring Colour to select**. 2m wide with seams as required. Vinyl to be stuck to customers prepared sub floor. Mastic sealant to be applied at junction with sit on coving as discussed.

Above work to be carried for e revised cost of £795.00 + VAT @ 17.5%

All existing materials to be uplifted before our arrival to site. No allowance for sub floor preparation (if required) included in above costs

Payment terms:

Balance due on invoice

Delivery:

Delivery is approximately 7 -10 days from receipt of customers order.

Continued over

Customers notes:

The existing black skirting is a sit on coving that is normally fitted after the flooring is laid. Removing this could cause problems as discussed so we will fit into the curve of the skirting and apply a mastic sealant at the joint between the floor and the skirting to avoid damaging the walls if the skirting was removed.

I trust this estimate meets with your approval and it is guaranteed for a period of 21 days from the above date. Thereafter it may be subject to change without notification if a manufacturer's price increase prevails. If there are any further points you may wish to discuss or alternative options you may require a cost for please do not hesitate to contact me.

Assuring you of our best attention at all times.

Yours Sincerely

A handwritten signature in black ink, appearing to read 'D. Guyan'.

David Guyan (contract sales)