

Bob Hurcomb
Cappagh
Waterside Way
Wimbledon
SW17 0HB

16th February 2010

Dear Bob

Ref: New office building

Estimate (subject to our standard terms & conditions)

Further to our recent site survey I have pleasure in showing the cost to supply & lay Prestige Heavy contract carpet tiles as detailed below. **Please note these tiles carry a 10 year wear Guarantee for Heavy Contract Use.**

The costs below are based on a prepared surface being installed by your builders prior to our arrival to site.

Specification flat areas:

Tackifier adhesive to be applied to customers prepared sub floor. Tiles to be laid to areas as listed below fitting into the tops of electrical boxes as required.

Specification for Staircase:

Carpet tiles to be fitted to treads & risers with rigid PVC nosings to be supplied for stair edges in colours to be confirmed. The side strings to be installed with a stainless steel edging by customers builders to accommodate the tile thickness prior to our arrival to site.

Ground floor Main Office

£4591.00 + VAT @ 17.5%

Excludes entrance lobby, Inner Lobby & computer room

Computer Room

£313.00 + VAT @ 17.5%

Ground Floor Rear Corridor

£536.00 + VAT @ 17.5%

Rear Staircase from Ground to 1st Floor

£1006.00 + VAT @ 17.5%

1st Floor Landing & Main office

£6600.00 + VAT @ 17.5%

Rear Landing at Top of Stairs

£286.00 + VAT @ 17.5%

Total cost labour & materials

£13332.00 + VAT @ 17.5%

Payment terms:

50% Deposit with order Balance due 14 days after invoicing.

Delivery:

Delivery is approximately 14 days from receipt of customers order.

Customers notes:

1. On our visit to site the ground floor office area required latex screeding to smooth out the subfloor where electrical boxes have been installed. **We would also strongly recommend that the sand and cement screed, which has been laid over part of the electrical boxes, is fully removed. This is because the concrete is highly likely to break in use when castor chairs are run over these areas at a later date. This point was brought to Billy's attention during our site visit.**
2. We have also quoted for the computer room as a separate area. Please check with your IT consultant that the tiles proposed are suitable for use with your computer installation.
3. We have broken down the costs as requested but the costs are based on an order being placed for all areas in one order. If the order is split then these prices will need to be revised and may be higher for the individual areas.

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



David Guyan (contract sales)