

Mrs T Pak
10 Harebell Hill
Cobham
Surrey
KT11 2RS

25th May 2005

Dear Mrs Pak

Further to our recent site survey I have pleasure in enclosing our estimate to supply & install laminate flooring to the split level room over the garages.

Just to confirm our discussion on site I would suggest that the existing carpet is uplifted and the skirting is removed on an initial visit 2 weeks before fitting of the new units. The sub flooring can then be inspected by Alan and any works carried out prior to the units being installed. The second phase would be the company should install all the new study & wardrobe units leaving the plinths off for fitting after the floor is installed.

After the units are installed we will return and install the wood flooring and re-fix the skirting boards we have removed. The company supplying the units will then need to return to site to trim in the plinths on their units to suit the new flooring.

After this work has been carried out the skirting we have removed and replaced will need decorating and there may be some minor repairs required to the walls where the skirting has been removed. Whilst we will take every care when removing the skirting we cannot guarantee that minor damage to either the skirting or the wall can be avoided.

Our estimate does not include the cost of any new skirting material required if any skirting is too badly damaged during removal or the cost of redecorating the skirting or walls afterwards.

I have spoken to Alan at Chartridge and he has advised me that we will be able to purchase extra skirting materials if required and this will be charged for in addition to our estimate.

I am also happy to inspect the sub-floor after any remedial works have been carried out but I must point out that wood flooring can move and squeaks can re-occur at any time. We are unable to guarantee the floor against squeaks as this is a natural occurrence with this type of flooring.

I trust this estimate is acceptable to you and I look forward to receiving further instructions from you in due course.

Yours sincerely

David Guyan

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ESTIMATE (subject to terms & conditions overleaf)

Dear Mrs Pak,

Re: Split level bedroom over garage

Further to our recent site survey, please find herewith our quotation to supply and lay laminate flooring at the above address as detailed below.

Preparation Works

Uplift and dispose (if required) existing carpeting, underlay & carpet grippers, remove perimeter skirting and set aside for re-fixing after laminate flooring is installed.

For the sum of: -	£225.00
Vat @ 17.5%	£39.37
Total Inc Vat	£264.37

Installation

To supply Prestige Rustica click laminate flooring Design 1046 Beech Planked fitted to existing timber sub floor on 2mm comfort foam as per sample shown. Supply a beech stair nosing at doorway between the study and bedroom area. Re fix existing skirting to cover expansion gap using materials previously removed and left on site. Labour charges for carrying out above works based on normal working hours Monday – Friday, 8am – 5pm. This estimate is based on the area being clear of furniture at time of installation and a 240 volt power supply to be provided free of charge for our workman.

For the sum of: -	£2990.00
Vat @ 17.5%	£523.25
Total Inc Vat	£3513.25

Payment terms:

50% Deposit payable with order. Balance to fitter on day of installation or 28 days from date of order if the fitting is delayed at customer's request.