

Attention David Goff
Signseen
6 Bridge Park
Merrow Lane
Guildford
Surrey
GU4 7BF

22nd April 2011

Dear David

Estimate (subject to our standard terms & conditions)

Reference: Office Carpet Tiles & Vinyl

Further to our site meeting I have pleasure in showing the revised cost to supply & lay carpets as detailed below.

Carpet Tiles

Entrance Lobby, Stairs to 1st Floor & 1st floor Landing & Office

Supply & lay Select carpet tiles (colour to confirm)

Fitted on tackifier adhesive to offices and stuck direct to stairs.

Re-Use existing nosings

Entrance matting width of door x .6m deep in anthracite

Bars at wc's & factory door as required

Total cost labour & materials

£1169.00 + VAT @ 20%

WC's

Supply & lay to 2 ground floor toilets in entrance lobby, &

1 ground floor toilet in factory. Materials polyflor XL standard (colour to confirm)

stuck direct to existing vinyl flooring and tucked under existing skirting for economy.

Total cost labour & materials

£427.00 + VAT @ 20%

Delivery:

Approximately 2 weeks from ordering

Payment terms:

Balance payable 14 days after installation.

Customers notes.

1. Door clearances to be satisfactory prior to our arrival.
2. Areas to be clear of furniture and existing materials.

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)