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Ian Rostron
Halebourne House
Halebourne Lane
Chobham
Surrey.

14th September 2009

Dear Ian

Estimate (subject to our standard terms & conditions)

Re: Detached Office Ground & 1st Floor, Halebourne House, Halebourne Lane, Chobham.

Further to our recent site survey I have pleasure in showing the cost to supply & lay office carpeting to above area.

Materials selected

- Stone Fibre 66713 carpeting @ £13.50 m² + VAT.
- Durafitt 650 crumb rubber underlay to above areas.
- Aluminium edge trims to coir matting on ground floor.
- Adhesive as required to install above materials.
- Coir matting natural max 1m x 1m.

Installation Method

Durafitt underlay to be laid to concrete areas using a tackifier adhesive and stapled to wooden areas. Carpet to be stuck direct to underlay using a synthetic rubber adhesive.

Coir matting to be installed inside ground floor entrance hall using aluminium edge trims in and fitted up to threshold at entrance to be fitted by buiders on site prior to our arrival.

Total Cost Labour & Materials for above installation £1823.00 + VAT

Optional extras

1. If coir matting is required in anthracite colour rather than natural add £12.00 + vat to above cost.
2. If aluminium edge trim is required at the top of the stairs around the opening allow an extra £13.50 per 2.7m length or part of required.

Continued Over

Important Notes for customer

1. As the room is wider than the 4m width available in this carpet a seam is required approximately 45cm from the back wall. As this carpet is only available in 4m width for economy I have planned to install this seam in 2 pieces so there will be an additional cross seam in the length of the carpet
- 2. Seams in this type of carpet are not invisible.**
3. While the carpet selected is suitable for heavy contract use the life of this carpet will be enhanced if a keyhole mat is used under any caster chairs in regular use.

Payment Terms

- 50% deposit with order. Balance due 7 days after installation.

Delivery

- Delivery is approximately 10 – 14 days from receipt of order.

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)