

Attention David Goff  
Signseen  
2b Merrow Business Park  
Merrow Lane  
Guildford  
Surrey  
GU4 7WA

23<sup>rd</sup> January 2015

Dear David

**Estimate** (subject to our standard terms & conditions)

Reference: Office Carpet Tiles & Entrance Matting

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

**Carpet Tiles**

Part entrance lobby & ground floor office

Supply & lay Select carpet tiles colour Steel

Fitted on spray adhesive as required

Entrance matting from right hand side of door frame to workshop door to left and office door ahead in anthracite

Total cost labour & materials

£687.00 + 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



David Guyan (contract sales)