

Mark & Sara Radford  
Chase End  
The Chase  
Kingswood  
Surrey  
KT20 6HZ  
19<sup>th</sup> December 2018

Dear Mark & Sara

Reference: Rear Stair Case

Further to my recent visit I have pleasure in showing the cost to supply & lay carpets as detailed below,

**Areas Included**

Stairs from ground to first floor, first floor landing & airing cupboard.

**Materials selected**

Carpet Crucial Trading Mississippi Stripe colour WS119

Fitted on combifelt underlay

Smoothedge gripper fixings as required

Supply & fit 1 anodised brass door bars as required & re use existing bars

Whipping in yarn to match for edges of stair runners

Labour for installation of above materials

Total cost labour & materials

£2488.00 + VAT @ 20%

**Optional extras**

1. Additional cost to uplift & dispose existing carpet £82.00 + vat @ 20%

**Payment terms:**

50% deposit required with order, balance due 48hrs before installation or 30 days after ordering if installation is delay by customer.

**Customer notes**

1. There is a join required on the first floor landing due to the area being over the carpet width.
2. Door clearances to be satisfactory before our arrival. Airing cupboard door is currently rubbing on existing landing carpet and would require easing.
3. Small items of furniture to be removed prior to our arrival to site.

Assuring you of our best attention at all times.

Yours Sincerely

