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Attention Ian Rostron
Halebourne House
Halebourne Lane
Chobham
Surrey
GU24 8SL

15th October 2015

Dear Ian

Ref: Wood Flooring - The Ridge, Ridgemount Road, Sunningdale

Further to your email dated 24th September 2015 confirming the order for the supply and installation of the wood flooring at the Ridge I just need to clarify with you the following points. As this is an exceptional situation due to the wood being discontinued by the distributor and therefore a bespoke order with them I am not enjoying our normal credit facilities with our supplier. I therefore felt it would be best to clarify a few points we have discussed in writing so there is no misunderstandings at a later date and also agree payment terms for the wood supply only that I am afraid will have to be different to our usual terms of invoice on completion and payment after invoice.

The distributor is requiring 50% deposit on placing the order and he will then invoice me the balance on arrival of the wood to the UK and I will have to pay the balance of the materials 30 days after invoice. We need the materials in to the UK in time for the fitting of the show apartment but I believe from Rob it could be a 3 – 4 month schedule for installing the wood after the show flat. This will be several months after I have had to pay in full for all the materials. I have therefore proposed a payment schedule that I need to agree with you prior to ordering to proceed with this order.

Points to confirm

1. Delivery is approximately 90 days from date of ordering.
2. Once this order is placed we are unable to cancel all or part of this order with the supplier and are committed to the purchase of this wood.
3. I am only ordering sufficient materials for the areas to cover allowing for cutting waste (820m² as per my estimate) and therefore there will be NO additional materials to replace any wood damaged on site after installation if there are any water leaks, accidents etc.
4. I have agreed Storage with the distributor in his warehouse free of charge until the end of June 2016 as his warehouse is a controlled climate perfect for the storage of wood.

5. Goods need to be delivered to site 48 hrs before installation and we need secure storage for these goods while on site for those 48hrs as we will be unable to replace any goods that go missing from site while we are not on site.

Payment terms.

- 50% of total order value for the purchase of the wood (£20582.00 + vat) to be paid on placing of order.
- Balance of materials £20582.00 + vat to be split into 5 payments ie (£4116.40) and invoiced on installation of the first 5 apartments so balance of material cost is paid in full by the end of the 5th apartment install.
- Labour costs as per estimate to be invoiced on completion of each apartment.

I apologise for the change of terms on this order but if the product had been a stock item we could have invoiced as per our normal terms of business. Also on an order of this size to be competitive I have worked on a low margin which does not make the job commercially viable if I have to pay in advance for the goods and invoice on completion over the time frame of this project.

I trust this is acceptable with you and if you are willing to proceed under these terms I would like to place the order with the supplier this week. If you are able to confirm today or tomorrow morning I can place the order with the supplier as soon as possible.

Yours Sincerely

A handwritten signature in black ink, appearing to read 'D. Guyan'.

David Guyan (contract sales)