

Our Ref: **CC1213091VJ/JF** (Please quote this reference on all correspondence.)

A Company Ltd  
Newbury Road,  
Oxford  
OX13 1NR

5<sup>th</sup> August 2008

**For the attention of Mr A.J.Smith**

Dear Sir,

**Re: The Haywoods, Newbury**

We thank you for your window replacement enquiry and have pleasure presenting our proposals for consideration.

To remove and dispose of existing, manufacture, deliver to site and install 4 PVCu units, for the sum of **£1354.13**, all in accordance with the attached survey.

Our tender is based on the supply of product in accordance with the "Product Specification (average U-value 1.4W/m<sup>2</sup>)", "Pricing Structure", "Service Standards", terms and conditions that are incorporated in the Sovereign Development Consortium/Westworks Framework Agreement for PVC-u windows and doors.

Please see the attached summary sheets for full details on the items included.

Please note we have based our offer on the following assumptions:

- A pre commencement meeting will be held to confirm programme and any specific site requirements.
- Installation dates will be pre-arranged between our local installation team and the tenants, at least 7 working days prior to fitting.
- Continuous work on site, once commencement has been agreed.
- All prices are for **nett** 30 days account settlement and exclusive of Value Added Tax
- In accordance with the SDC agreement, no retention has been allowed for.

Any queries regarding the detail of the above, or any issues arising during the course of progressing this enquiry or the works can be directed in the first instance to the single point of contact provided to support this arrangement – John Fairweather. His contact details are as follows:-

- Mobile tel: 07764 290710
- E-mail: john.fairweather@angliangroup.com

We look forward to receiving your further instructions.

Yours faithfully