Kalpesh Patel
Paragon Building Consultancy Limited
Freetrade Exchange
37 Peter Street
Manchester
M2 6HR

Ref: DG/MD/PM-WS01

Date: 17 October 2016

Dear Mr Patel,

Re: 40-46 Princess Street, Manchester

Further to your recent enquiry, we have pleasure in enclosing our window survey and budget cost for the works required to the above contract.

Where the window is currently not operational we have allowed to overhaul it as follows:

Overhaul Specification:

1. Remove all staff beads.
2. Remove both sashes.
3. Remove parting bead.
4. Remove all excess paint from around sashes, pulley styles, etc.
5. Pack and shoot sashes as necessary to ensure mid rails meet.
6. Re-hang sashes on new cords, balance sashes to ensure windows work correctly. Additional weights charged at £1.60/lb.
7. Prime all bare timber surfaces.
8. We only prime newly fitted or bared timber which we have fitted/exposed with one coat of preservative primer – otherwise we do not strip paint or redecorate.

No allowance has been made for draught proofing.

Repairs

We have allowed to repair the windows using the repair care system. More information is available at: www.repair-care.co.uk.

We have allowed for the repairs that were visible and have enclosed a schedule of rates for additional repairs that we could not identify.

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Ironmongery

Where the ironmongery is currently damaged or missing we have allowed to replace like for like

Glazing

Where the glazing is cracked or damaged we have allowed to replace it.

The cost to carry out the above specified works to the windows contained on the enclosed schedule is summarised as follows:

We suggest that a provisional sum of £10,000 is allowed for unforeseen repairs to existing timber windows, to be re-measured and valued as work proceeds.

Scheduled	£ 45,840.00
Provisional	£ 10,000.00
Preliminaries	£ 5,500.00
Total	**£ 61,340.00**

Our current lead-time is 4 – 6 weeks from receipt of an Order.

We trust that our survey and budget quotation covers all aspects of your requirements and meets with your approval, however, should you wish to discuss any part of our quote please do not hesitate to contact the undersigned.

Yours faithfully,



Marcos Ditchburn

Assistant Quantity Surveyor

For and on behalf of TRC Contracts Limited