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Intellectual Property Office  
Concept House,  
Cardiff Road,  
Newport  
NP10 8QQ

6<sup>th</sup> December 2016

**Quote Ref: SA/3221/16**

Dear ██████████

**Ref: Removal of Fixed Light and Replacement with Opening Window**

Further to your recent site meeting with my colleague ██████████, please find to follow a copy our quotation to undertake additional glazing remedial repairs at the Intellectual Property Office, Newport.

Our additional works include for the installation of 15no additional bottom opening aluminium window sash's PPC back and to incorporate a grey anti-sun DGU and 1no central pivot window all located to the 3<sup>rd</sup> floor.

**Quote 1 Installation of additional opening Windows and assorted Repairs – 3<sup>rd</sup> Floor**

- Detailed site specific method statement and risk assessment
- Manufacture of 15no aluminum sash windows and 1no Central Pivot window
- Provision of scaffold tower and PASMA trained operatives
- Removal of existing astrawall perimeter gasket to 16no fixed lights
- Removal of glazing from fixed lights as required
- Cleaning and preparation works to aperture
- Installation of 15no new aluminum sash windows into aperture and 1no central pivot window
- Reinstall removed astrawall components
- Quotation covers for all access and consumables.

**For the sum of: £28,892.00+VAT**

Access for works will be via the external walkway system and scaffold towers to be erected by PASMA trained operatives.

If you wish to proceed, upon receipt of a works order, a full method statement and risk assessment will be issued for your appraisal and approval prior to commencement of works.

Should you require any further information with this or any other glazing related project please do not hesitate to contact us.

Yours Sincerely

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