For the attention of all Contractors 27th August 2021

Dear Sir/Madam

**Re: - Refurbishment and Alterations, Normanton Town Hall – Tender Documents**

Further to our recent discussions, we are writing to confirm we would be pleased to invite you to tender for the above scheme and enclose all documentation, drawings, of all relevant information to enable you to price the works.

When you have had chance to review the documentation, let me know when you wish to visit the site and I will arrange and meet you with the Client.

Should you require any further information or clarification either contact myself on my mobile 07811 365594 or email [tim@thowe.co.uk](mailto:tim@thowe.co.uk) and [d.rowley@dmsarchitecture.co.uk](mailto:d.rowley@dmsarchitecture.co.uk);

If you do contact any of the professional team to clarify, please copy me in all correspondence.

Tenders are to be returned by email no later than Friday 24th September 2021 at 4pm to [djohnston@normantontowncouncil.co.uk](mailto:djohnston@normantontowncouncil.co.uk);

Donna Johnston FdA, FSLCC

Town Clerk & Responsible Financial Officer

Normanton Town Council

Normanton Town Hall

High Street

Normanton

WF6 2DZ

Tel: 01924 893794

We look forward to receiving your tender.

Yours sincerely

Tim Howe FRICS MAPM

Director of Tim Howe Consultancy Ltd