**ATTACHMENT 8**

**LETTER OF CONFIRMATION OF WORKS**

**Contract Example:**

This Letter of Confirmation of Works is made on [*insert todays date*] between:

(1) [*BIDDER NAME*] which is a company registered in [*insert*] under company number [*insert company no.*] and whose registered office is at [*insert address*] (the ‘**Bidder**’).

(2) [CUSTOMER *ORGANISATION*] which is a company registered in [*insert*] under company number [*insert company no.*] and whose registered office is at [*insert address*].

We named at part (2) of this letter of confirmation of works, confirm that the bidder named in part (1) of this letter, has satisfactory completed Building Cleaning Services during the period of *[insert dates].*

|  |  |
| --- | --- |
| Duly authorised and SIGNED for and on behalf of the |  |
| **[the Bidder]** |  |
| by: | ] |
| **Name ............................................................**  **Wet Signature ……………………………………**  **Print Signature ……………………………….**  **Position ........................................................** |  |
| Duly authorised and SIGNED for and on behalf of the |
| **[Customer organisation]** |
| by: |
| **Name .............................................................**  **Wet Signature…………………………………….**  **Print Signature ………………………………..**  **Position .........................................................**  **Contact Email………………………………….**  **Contact Telephone……………………………** |

**(N.B. Please note by inputting your wet signature above, you are signing this ‘Letter of Confirmation of Works’ and confirming that the information provided is a true reflection of the works undertaken).**