

SPECIMEN LETTER OF ACCEPTANCE OF CONTRACTORS TENDER

JOB REF

DATE

ADDRESS

Dear Sirs,

I refer to your quotation dated
in respect of
and in the sum of

On behalf of our Clients, **NAME**, I am pleased to inform you of their formal acceptance of your quotation. Your accounts should be addressed to the client but sent to this office for our certification in the normal manner and subsequent direct payment.

The work is to be carried out as directed by this firm to our satisfaction and subject to the following conditions.

Any variations to your quotation will be confirmed in writing, either by letter, architect's instruction, or as recorded in site meeting minutes. The final account of your work will therefore be adjusted if necessary for any addition or omission from this original order and subject to re-measurement.

Kindly note that you are able to comply with all necessary notices, required by statute, any statutory instrument, rule or order or any regulation or bye-law applicable to your work and in particular your works should comply with all current safety at work and health regulations and enactments and any legislation which should come into operation during the currency of your work under the contract.

At all these times you should keep on site a competent person in charge of your operations.

The work must not be sub-let without our written permission.

The work is to commence no within three weeks of the date of written acceptance of your tender and shall be complete by **DATE** in accordance with an agreed programme.

If it becomes apparent that you will not be able to complete the work within the contract programme, without prior approval or reasonable cause, then we reserve the right to cancel the order or supplement your labour and/or material from another source and to set off the costs of this section of the work pro-rata to the work carried out.

You will be liable for and shall indemnify the employer against any liability, loss, claim or proceedings whatsoever arising out of any statute or at common law in respect of personal injury or death howsoever arising out of the works for which you are responsible. You shall maintain such insurances as are necessary to cover this liability. You shall also similarly indemnify the employer against any damage to real or personal property, including the works to an amount of £500,000 in so far as the damage arises out of the works being carried out by you due to negligence, omission or default.