|  |  |
| --- | --- |
| Universal Carpentry and Building Ltd  2 Station Road  Brundall  Norwich  Norfolk  NR13 5LA | Our ref: ML240801  Your ref:  Date: 23/09/2024 |
|  |  |

F.A.O

Dear

Ref: ML240801

Title: Bespoke Laboratory Benching for GCMS Instrument

I am pleased to inform you that the Environment Agency hereby accepts your quotation dated 29/08/2024 in respect of the above contract. The contract shall be carried out in accordance with

This Contract Award Letter

Our Request for Quotation dated: 9/8/2024

Your Response received dated: 28/9/2024

The Environment Agency Order Form and Standard conditions for the supply of goods (attached).

The price for this contract is as follows:

|  |  |  |
| --- | --- | --- |
| ACTIVITY | DUE DATE | COST |
| Supply and Delivery of 9 x Laboratory Benches as described in the quotation submitted on 29/08/2024 from Universal Carpentry & Building Ltd  Delivered to:  Environment Agency  ML Leeds Laboratory  Olympia House  Gelderd Lane, Gelderd Road  Leeds  England LS12 6DD | 15/11/2024 | £20338.45 |

The contract is awarded for a period of 12 months from date of delivery to allow for 12 months Warranty.

A purchase order will be issued shortly after your receipt and acceptance. We will require you to quote the purchase order number on all invoices to ensure timely payment. Invoices not containing the correct Purchase Order number will mean we are unable to process them, and they will be returned to you.

Invoices should be sent to:

SSCL

Environment Agency

PO BOX 797

Newport

Gwent

NP10 8FZ

Alternatively, PDF copies of invoices can be emailed to [APinvoices-ENV-U@gov.sscl.com](mailto:APinvoices-ENV-U@gov.sscl.com)

The contract reference and title given above should be quoted on all correspondence.

Please acknowledge receipt of this letter and confirm your acceptance by return.

Yours sincerely

Receipt and acceptance of award for the above contract, as per the Environment Agency’s award letter of 24/09/2024 acknowledged for Universal Carpentry and Building Ltd

Name:

Signature:

Date: