Our Ref: /KF/jo

2009

Dear Sirs

'Thank you for your (letter of intent dated…..official order number…../verbal instruction from ……..) to proceed with the above mentioned contract, in the sum of £…………………. As per quote/tender//CMP) dated………….

We confirm that the conditions of contract are (Comsite standard conditions of sale as provided/to be finally agreed but based on………)

Our contract works are due to commence on site w/c …………... and completion is set for ………………………

Now that this project has been handed-over from our Design/ Estimating Department, we are pleased to confirm the primary contact for you on all future matters will be ………………, who will be responsible for all on-going day-to-day project activities. ……………… office number is 01543 363840, mobile number is ……………………… and email address is ………………….

In addition, a site-based Supervisor has been appointed and he can be a secondary initial contact for you. His name is ………………., mobile number ………………….. email ……………………….

If ……………….. (or the Site Supervisor) is unavailable to you for any reason, please observe the following escalation protocol to ensure that contract communications remained controlled at all times:

First escalation is Russell Moss – Deputy Head of Contracts – Office number 01543 363840, mobile 07813 105623, email [russellmoss@comsiteprojects.co.uk](mailto:russellmoss@comsiteprojects.co.uk).

Second escalation is Kevin Flint – Head of Contracts - Office number 01543 363840 mobile 07860 382254, email [kevinflint@comsiteprojects.co.uk](mailto:kevinflint@comsiteprojects.co.uk) or my secretary Jo Lydon on 01543 363840.

Third escalation is Mark Jay – Commercial Manager – Office number 01543 363840, email [markjay@comsiteprojects.co.uk](mailto:markjay@comsiteprojects.co.uk).

Fourth escalation is Tim Allen, Managing Director again on 01543 363840 or [timallen@comsiteprojects.co.uk](mailto:timallen@comsiteprojects.co.uk).

Continued …

Again it is important that this protocol is adhered to ensure passage of critical information is always managed correctly.

Please note we require notification of payments (NOP) by the 10th of each month for the previous month’s application. This will enable our monthly applications to be issued to yourselves before the month end. Should we not receive an NOP by the 10th, the application will be based upon the previously applied figure and this figure will be taken as certified.

Finally, may we thank you for your valued instruction and we look forward to working with you on this contract.

Yours faithfully

**Kevin Flint**

E copy: