

10 August 2020

Ref: 00001.200810.Q4

John Doe

KP Acoustics Ltd.

By email to:

Dear

**00001: 63 ABINGDON ROAD, DN21 4XY, BRANDY WHARF, UK**

Further to your recent enquiry, we are pleased to present you with our scope of work and fee proposal for the above project.

## **A. SCOPE OF WORK**

### **A.1: Noise Induced Hearing Loss**

This is random text number 3 guys, because I could not find it now, but who found can edit service when he wants.

Following the assessment of the sound insulation performance of the existing constructions, we would review any available construction details in parallel with the survey results in order to recommend any acoustic treatment and detailing as necessary.

The current construction performances will be reviewed against the requirements of the Building Regulations, Approved Document E: 'Resistance to the passage of sound' (2003 Edition).

The review would consider the requirements of the Building Regulations and any other relevant British Standard as well as any specific client performance requirements.

A bespoke sound insulation upgrade solution, dependent on budgetary and performance requirements would be proposed within our report, with references to proprietary materials and suppliers as appropriate.

### **A.2: Limiter Calibration**

This is random text number 13 guys, because I could not find it now, but who found can edit service when he wants.

Following the assessment of the sound insulation performance of the existing constructions, we would review any available construction details in parallel with the survey results in order to recommend any acoustic treatment and detailing as necessary.

The current construction performances will be reviewed against the requirements of the Building Regulations, Approved Document E: 'Resistance to the passage of sound' (2003 Edition).

The review would consider the requirements of the Building Regulations and any other relevant British Standard as well as any specific client performance requirements.

A bespoke sound insulation upgrade solution, dependent on budgetary and performance requirements would be proposed within our report, with references to proprietary materials and suppliers as appropriate.

## **B. PROFESSIONAL FEES**

Our lump sum fees for undertaking the above scope of work would be as follows:

### **A. Scope of work**

A.1: Noise induced hearing loss	<b>£650 (+VAT)</b>
A.2: Limiter calibration	<b>£650 (+VAT)</b>

The above fees are exclusive of VAT which will be charged at the prevailing rate, but inclusive of out of pocket expenses with the exception of air fares, hotel accommodation and visa costs. A clearance of 50% of the above fee would be required prior to undertaking any work, with the remaining funds to clear after the completion of the scope of work, or part thereof. Invoices will be raised to reflect the above payment schedule.

Please note that this scope of work reflects the time for office work, commensurate to the type and size of the project.

### **Revision Policy**

Each revision of the noise modelling calculations and our technical report due to new information provided by the Client (such as, but not limited to, Gantt charts, equipment operations, or durations), would be charged at £650.00 (+VAT) as a fixed lump sum.

Any additional input for description amendments, or other Client requests will be charged at our standard hourly rate of £120.00 (+VAT).

Site visits, or meetings in will only be undertaken with prior approval from yourselves with a pre-agreed fee proposal.

## **C. GENERAL**

The overall procedure would be facilitated with the provision of any site plans, installation proposals (schedules, services drawings, and manufacturer's noise emissions data) and/or relevant planning conditions. Copies of liaison / correspondence between relevant parties would be required where the subject matter is relevant.

We trust that the above is satisfactory for your requirements. Should you have any questions, please do not hesitate to contact us.

Yours Sincerely,

**George Hadjilambri AMIOA**

**KP Acoustics Ltd.**

## INSTRUCTION FORM

1 Galena Road  
London  
W6 0LT  
T: +44(0)208 222 8778  
F: +44(0)208 222 8575  
email: info@kpacoustics.com

**Please complete and return this form**

Client Name	
Invoicing Address	
Accounts Email Address	
Purchase Order Number	
Contact telephone numbers	
Site Contact	
Site full postall address	

1. Full access to site should be allowed with a secure location to install the noise monitoring equipment without risk of theft or vandalism
2. Site plans / services drawings / manufacturer's noise emissions data / planning conditions to be provided prior to the survey
3. Full payment to be made within 30 days of the date of issue of our invoice

This is a formal appointment of KP Acoustics Ltd. to undertake and fulfil the scope of work referenced 20982.200611.Q1. Terms of contract of KP Acoustics Ltd. can be provided upon request.

**Print Name:**

**Date:**