

21 August 2020

Ref: 00003.200821.Q4

John Doe

KP Acoustics Ltd.

By email to:

Dear

00003: 16 Walwyn Rd, ME17 5QR, CHART CORNER, 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. Report Review

We would review the existing report and any accompanying relevant information in order to identify any potential issues or discrepancies relating to the methodology or findings.

This includes both reading/commenting on the existing report, and any plans, proposals, mitigation measures, and calculations provided with the existing assessment.

Once the review is completed, a summary letter report would be produced, detailing the findings of the review, in addition to any alternative findings or suggestions based on the available existing information.

B. Fee Proposal

Our professional fees for carrying out the above scope of work would be based on our standard hourly rate of **£120.00 per hour (+VAT)**.

It is anticipated that the report analysis and subsequent summary report would require not more than **XXXXX hours**.

This fee is exclusive of VAT, which would be charged at the current rate. Payment should be made within a 30 day period after issue of our invoice which would be done after the completion of our site visit. Payment would be required to clear prior to the release of our technical report, unless otherwise agreed in writing.

Please note that this scope of work reflects the time for desktop office work, commensurate to the type and size of the project. Any additional visits will be charged at our hourly rate of £120.00 per hour (+VAT), and additional meetings charged at £650.00 (+VAT). Additional site visits or meetings will only be undertaken with prior approval from yourselves.

The above fees include one (1 No.) revision of the report. Additional fees may be applied based on our hourly rate of £120.00 (+VAT), should further amendments be required.

Additional fees for commuting to and from the site may be applied as per our hourly rate of £120.00 (+VAT) in the instance of an abortive site visit, where circumstances are within the control of the Client. These would include, but are not limited to: access to the site not being possible at the time of visit, the site not being in a suitable state for any acoustic measurements, or the site being deemed to be insecure at the time of visit. Please see our instruction form for further clarifications.

Please note that the above fee proposal is valid for a period of 12 months from the date of issue. Hourly fees are revised at the beginning of every calendar year, which may result in incurring an additional charge, depending on when a revised report is requested.

Should you wish to proceed as per this proposal, please complete and return the acceptance form attached.

We trust this is sufficient for your requirements. Should you have any questions, please do not hesitate to contact us.

Yours Sincerely,

Eugeniu Cozac Software Engineer

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: