

**Direct Services**  
**St. Johns Road**  
**Meadowfield Ind. Estate**  
**Durham DH7 8XQ**  
**Tel. 03000 267890**



**Our Quote:**  
**Your Ref:**

**41315**

**LP00699306**

**07-Aug-2018**

**To: DURHAM COUNTY COUNCIL**  
**ESTATES ACCOUNTS DEPARTMENT**  
**CORPORATE SERVICES**  
**1st FLOOR, COUNTY HALL**

**Re work at: DURHAM TOWN HALL**

**TOWN HALL**  
**MARKET PLACE**  
**DURHAM**  
**DH1 3NW**

Dear Sir/Madam

**Manufacture, supply & install a new Alderman Honours Board in Lantern Room**

Thank you for your recent valued enquiry. I have pleasure in quoting for works in accordance with the Scope of Works and Verbal Information, and in accordance with my Conditions of Contract attached, for the sum of: **£643.00**

VAT will be added at the appropriate rate.

**The work briefly comprises of:-**

Manufacture, supply & install a new oak Alderman Honours Board in Lantern Room.

NOTE - it may not be a 100% match to the existing boards. Loose furniture to be moved by others away from wall area where it is to be fixed.

Note - works to be carried out during normal working hours

Note - client to provide toilet & welfare facilities

Note - no allowance has been made for any works in relation to any possible asbestos

Yours faithfully

A handwritten signature in black ink, appearing to read "K Marston".

**Keith Marston - Repairs and Maintenance Manager**

**This quotation has been prepared by Scot Brown. If you have any queries regarding the content of the quotation please ring 03000 269128. To accept this quotation please contact Property Help Desk on 03000 267890 or use the DCC web portal.**