

From: David Ensom <david@hallandensom.co.uk>
To: Charles Burge <charles.burge@btinternet.com>
Date: Nov 12, 2020 9:28:38 AM
Subject: Fee quote

Good morning Charles,

I've done it again - or rather again, I haven't done it. You wanted a fee quote - can you remind me what for?

I assume the following in relation to the combined kitchen and toilet works:

- review tenders received and report back to you (or do you want me to do the tender exercise too?)
- Monitor works on site by weekly site visits (or do you want me to inspect the work as and when requested?)
- Agree valuations for interim payments to the builder.
- Make a final inspection and draft a snagging list
- Agree the final cost of works, including any variations.
- Formally sign off the works for the diocese.

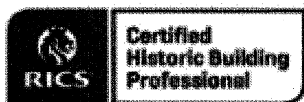
The fascias and soffits look good by the way - completely appropriate.

Regards,

David

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