



RETENTION RELEASE NOTICE

PROJECT No: 3731
THE EMPLOYER: The PCC St Jude's Church, Wolverhampton
PROJECT NAME: Internal Lighting Project
THE CONTRACTOR: E V Bullen & Sons Ltd
DATE OF PRACTICAL COMPLETION: 31/08/2021

Further to the issue of the Certificate of Practical Completion on the above date, this letter confirms that the defects liability period for this project will expire on 30/08/2022.

Accordingly, on the expiry date, the Contractor should issue a final application for payment for £2,882.77 being the sum held in retention. The application should be sent by email to accounts@lightperceptions.co.uk.

If any defects have occurred, they should be notified to the Contractor immediately, with the information copied to the undersigned at mail@lightperceptions.co.uk. A log of all reported defects will be held by us.

Provided that all defects have been satisfactorily completed, we will issue a "Making Good" certificate before the final payment certificate, otherwise the final payment may be delayed.

Provided that the "Making Good" certificate has been issued, and the application for payment has been received on the expiry date, we will issue the final payment certificate 7 days after the expiry date. Payment of the amount held in retention should be made to the Contractor by the Employer within 21 days of the expiry date.

If you have any questions, please do not hesitate to contact the undersigned.

Yours sincerely

Bruce Kirk
DIRECTOR