

Harding Collard

Design, fabrication and mechanical

30/3/20

Re 

From-
Harding Collard,



To -
Imran Ahmad Khan MP
Office of Imran Ahmad Khan MP
83 Northgate
Wakefield.

Invoice for deposit to commence the following works to be carried out at '83 Northgate'

Details of work to be carried out-

Quick refurbishment to the property in Wakefield to be used as Office of Imran Ahmad Khan MP

- Painting and making good to the outside of the building, no in-depth repair work to be carried out at this time, just making safe and painting what's necessary to give a decent appearance. To include colour change to front doors and any aspects that are green at the moment to be changed to Parliamentary green or Conservative blue, tbc by client. - £1500
- Painting and making good the ground floor to be painted white or magnolia to emulsion sections, with two feature walls to be in colour yet to be decided, in a vinyl matt finish for durability. Gloss work to be done in an oil based semi gloss white. - £2000
- Electrical survey- qualified subcontractor to check over and give certificate to existing electrical works within the building, this doesn't include any work that may need to be carried out to make safe or as requested by client, any existing works to be subject to charging with agreement with client. - £500
- Gas check - also carried out by suitable gas safe subcontractor to give certificate to building and any other checks required to pipe work etc. any further work also subject to charging with agreement from client. - £300
- Scaffold- hire of scaffold tower for duration of the works - £500
- Ground floor office repairs and making good of ceiling, replacing suspended tiles etc looking at source of stains - £500

- Removal and make good of stud wall upstairs, not the one to the cleaners room, the single stud to open up the front office. Relocation of kitchen sink office to ground floor using existing materials and providing appropriate screening. Same finish - water supply to be installed. (excludes provision of separate hot water supply if not available from above)- £300
- Construction of board room table and accompanying side table, either in a reclaimed parquet or strip flooring timber, dimensions yet to be decided but approximately 4.8m x 1.2m board room table, and 2m x 0.3 m side table. (plus two desks for upstairs front office to match) - £2500
- Welding of metal detail to repair stair case - FOC
- Redecoration of upstairs not including bathrooms, same specification as down stairs- £2000
- Moving/replacement of radiator in downstairs surgery room to make space for security counter if required.
- Timber floor to be constructed within boiler room or suitable way to level floor to existing level if possible- £500

Sub total for works out laid in this document - **£10,600** this figure is an estimate and is only to carry out the works outlined in this document. An extra works required or desired must be agreed upon by both parties.

Notes- Although panelling to long column windows upon stairs will be removed and disposed of, until windows are replaced, no plan has been put in place or costed for to make good any of those areas, plan of action and schedule of works can be agreed upon once windows are replaced.

Also no costings regarding floors covering in any parts of the building, we can arrange for subcontractors to carry out the work but all cost with regards to this to be met by the client.

Areas still to be considered:

- Work to be carried out in bathrooms which can remain in the mean time.
- The cleaners room which could possibly make a shower room if required.
- Boiler Room amendments
- Asbestos check to be made but not considered serious risk.

Any extra works that need to be carried out will be charged at £30 per person per hour plus materials. All extra works to be agreed with client before continuation where possible.

Works to be carried out asap but with current condition of the country with covid-19, it may have some delay with acquiring material and labour etc, possibility of letter headed permits for work may be required etc for each sub contractor.

As agreed with the client I will also be attaching an invoice to be paid with immediate effect to cover the costs of starting the project.

Invoice amount £10,600

Deposit for works to start £8000

Bank details.



Or via paypal using email



To be paid immediately.

**Any issues please don't hesitate to contact me either through email or via phone.
All works and time to be agreed prior to starting via email for confirmation.
Start date to be confirmed and fit in with clients need.**

Kindest Regards

