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**The Lady Marshall
Montpelier Square Garden Committee
21 Montpelier Square, LONDON SW7 1JR**

23 September 2008

Dear Lady Marshall,

This letter is to outline our conversation with regards to the delay to the installation of the lighting of Montpelier Garden Square.

As an upfront payment has already been received for £2080.16, including V.A.T., to enable the fittings to be ordered. These fittings have been purchased and we have them in our possession. It has been agreed that we should continue to store them for safe-keeping and for your convenience.

As a good will gesture, we have agreed to fix our price as per our quote of 20 June 2008 for a period of 12 months. After this time, we will review the situation if you have still not been able to go ahead with the installation.

Please do not hesitate to contact me should you require any further information.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'M Bamford', is written over a horizontal line.

**Michaela Bamford
Company Secretary**



Unit 4a
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Exterior Lighting Scheme Quote - Additional

CLIENT: Montpelier Garden Square Committee
CONTACT: The Lady Marshall, 21 Montpelier Square, LONDON SW7 1JR
DATE: 15 June 2008

Additional Quote

Following the demonstration of the tree lighting that was requested, it was decided that three more 70w metal halide fittings would be required to balance the light sufficiently in the Square. Due to the impressive size of the canopy, two of these would be positioned under the horse chestnut tree on the south side of the square. The third fitting would be used in the south-east corner, again to uplight the trees in this area.

N.B. What I noticed on my return the following morning when I went to retrieve the demonstration fittings was that the birds were using them for target practice! I would therefore recommend that the gardeners check and clean the glass lens' as part of their weekly maintenance.

The Additional Cost

LABOUR	Net sub-total	£ 200.00
MATERIALS	Net sub-total	£ 1023.67
Net Total		£ 1223.67
V.A.T. @ 17.5 %		£ 214.14
TOTAL		£ 1437.81

Please note that this price is an additional price to your previous quote.

Guarantees and Terms

1. Wishbone Electrical are a NICEIC approved contractor. All work is completed according to their high standards of practice.
2. Our work is guaranteed for 2 years from completion.
3. Payment terms: we require 50% upfront and the remaining amount within 28 days of completion.
4. This quote is valid for 60 days from the date of issue.
5. Prices of fittings are all to be confirmed prior to ordering.

Montpelier Square Garden Committee

25th May 2008

Tree Lighting

Dear Resident,

A garden lighting firm will be working in the square on Thursday 29th May from 2.00 pm. They are setting up a trial project for us so that we can see how effective the illumination of one or two trees might be. We hope it will not only enhance the garden but also be likely to discourage the night time invaders who have been noted by the Police. The lights planned are very few, extremely energy-efficient (75 and 150 watt) and will not be directed towards any houses.

For safety, we must ask you not to enter the garden while the workmen are here but we hope you will note the view from your windows when the lights are switched on from 9.00pm until 12.00pm. I would be most grateful if you could write your comments in the space below and deliver them to me at No. 8 Montpelier Square.

Yours sincerely,



Daniel Quirici, Chairman

Comments on lighting from _____	House No. _____



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Exterior Lighting Scheme Quote

CLIENT: Montpelier Garden Square Committee
CONTACT: Lady Marshall, 21 Montpelier Square, LONDON SW7 1JR
DATE: 30 April 2008

The Quote

This quote has been produced at the request of Lady Marshall and based on information supplied by her. It is for the illumination of the large tree on the west side of Montpelier Square, the installation of a switched power-supply and I have also included a quote for the installation of a new distribution board.

LOCATION: Montpelier Square
PROJECT: Illumination of one of the trees.

1a.The Design

To achieve the best results of lighting such a magnificent specimen without being over-the-top, I would recommend the use of 3 x 70w surface mounted metal halide up-lighters. These would be positioned as follows:

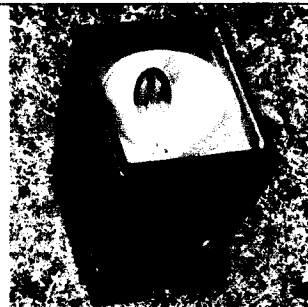
- i. The first would be concealed in the planting on the far side of the circular paving from the tree. This would be an asymmetrical lens for optimum beam angle.
- ii. The second fitting would be placed at the base of the trunk to send light up the trunk of the tree to accentuate its height.
- iii. I would install the third fitting between the tree and the iron railing of the square, which would be 180o from the first fitting, using the tree as the centre point of the axis.

1b.The Switching

The switching for this circuit would be through a photo cell, which is a dusk-'til-dawn sensor and a time clock. This would act as an economy switch by cutting the power at an agreed time, for example at 12 midnight.

1c. The Fittings

N.B. Please note that this image is for illustration purposes only and the actual fitting may differ in design.

No. of UNITS	FITTING	IMAGE
3	<u>Metal halide uplighters</u> T2190 This is a surface mounted metal halide uplighter on an adjustable stirrup bracket for mounting on surfaces or on a ground spike. - 70w.	

1d. The Cost

LABOUR	Net sub-total	£ 450.00
MATERIALS	Net sub-total	£ 1589.31
Net Total		£ 2039.31
V.A.T. @ 17.5 %		£ 356.88
<u>TOTAL</u>		<u>£ 2396.19</u>

LOCATION: Montpelier Square
PROJECT: Christmas Tree Lighting.

2. The Quote

I was also asked to supply a quote for a switched power supply for the Christmas tree lighting. This quote has been produced at the request of Lady Marshall.

2a. The Installation

The new tree is approximately 100m from the distribution board that is located within the gardener's shed. The switch would be located in here.

2b. The Cost

LABOUR	Net sub-total	£ 300.00
MATERIALS	Net sub-total	£ 377.33
Net Total		£ 677.33
V.A.T. @ 17.5 %		£ 118.53
<u>TOTAL</u>		<u>£ 795.86</u>

LOCATION: Montpelier Square
PROJECT: Upgrade of distribution board.

3. The Quote

I would strongly recommend that the existing distribution board be upgraded as it falls below the current IEE wiring regulations.

3a. The Installation

We would be able to install this at the same time as the switched supply for the Christmas tree.

3b. The Cost

LABOUR	Net sub-total	£ 100.00
MATERIALS	Net sub-total	£ 120.00
Net Total		£ 220.00
V.A.T. @ 17.5 %		£ 25.85
<u>TOTAL</u>		<u>£ 245.85</u>

Notes and Exclusions

- i. To achieve the best results, we would need to work closely with the resident gardeners. We would require them to excavate the trenches where we would install ducts to carry our cables. The cable measurements are taken from around the perimeter of the square to avoid scaring the lawn. This also helps to identify where the cables are buried as they are taken from the shortest point to the edge of the square.
- ii. If we win the contract to undertake this work, we would require a resident parking permit, or similar, for the duration of the works.
- iii. Should you wish me to attend a committee meeting regarding this quote, I would be happy to do so.

Guarantees and Terms

1. Wishbone Electrical are a NICEIC approved contractor. All work is completed according to their high standards of practice.
2. Our work is guaranteed for 2 years from completion.
3. Payment terms: we require 50% upfront and the remaining amount within 28 days of completion.
4. This quote is valid for 60 days from the date of issue.
5. Prices of fittings are all to be confirmed prior to ordering.
6. All prices are exclusive of VAT @ 17.5%.