

## Comprehensive Mitchell & Dickinson Quotation V3

Customer Cuckfield Parish Council - Noemi Ripert  
 Address The Queens Hall, High Street, Cuckfield, West Sussex, RH17 5EL  
 Date 19th June 2024  
 VAT No 126 4469 09

### Re: The Queens Hall, High Street, RH17 5EL

Item	Details	Qty	Amount
CosyGlazing	Supply & fit CosyGlazing units to all fixed and casement windows in the schedule.	8	£6,172.24
Specification	Build a European oak tri-bead frame within each window frame to accommodate the CosyGlazing. Units on W2 to be frameless with black magnetic tape on CosyGlazing and grey magnetic tape on window frames.		
Subtotal	Quote valid for 60 days		£6,172.24
Discount	Discount for placing order within 28 days	-10%	-£617.22
<b>Total</b>	Net of VAT		<b>£5,555.02</b>
VAT	0%		£0.00
	20% on CosyGlazing		£1,111.00
<b>Grand Total</b>	After discounts and including VAT		<b>£6,666.02</b>
Deposit	25%		£1,666.51
Duration	Approx estimated no of working days for installation not including travel (installation may take less or more time partly depending on whether our craftsmen can do extra hours - this does not affect the price)		3.7



## **Terms and Pre-Installation Notes**

### **Deposit & Order Confirmation**

Your deposit payment is confirmation of your order and that you would like to accept our quotation. As soon as we receive it we will arrange a detailed pre installation survey and following the results of that survey we will agree an installation date. Our terms herewith will apply.

### **Payment**

You can pay electronically by BACS or telephone transfer to Mitchell & Dickinson Ltd. Account number 20231644 sort code 16-58-10. This will reach our account in 1-3 working days. Please reference your payment with your name.

Cheques are payable to the same account name and send to the address above. Cheques take approx. four days in transit and five working days to clear.

We will send you a VAT invoice on completion of work and payment will be due within 14 days.

### **Fixed Price Quotation versus Estimate**

We provide a fixed price Quotation for our insulation installation services which means that the cost of our work is known and agreed for the scope of works set out and will not go up or down.

For restoration work, decorating or additional carpentry and joinery work required we will provide a separate Estimate which will include any work that is by its nature uncertain and for which the final price may vary depending on the extent of work that is finally required. If your project includes restoration your Restoration Estimate will be separate to your fixed price quotation and can be found at the end of the quotation documentation.

## **Terms and Pre-Installation Notes**

### **Variations to order**

In the course of fitting we sometimes discover decayed timber. This quotation covers specified works only. Should you wish us to repair decayed timber discovered during the installation, we will obtain your approval beforehand, and complete the repairs at our standard rate of £53.24 per hour. If the installation requires overnight accommodation any additional work that requires an additional night's stay will be charged at £166.98 per craftsman per night.

### **What's included in reengineering a fully integrated sash window**

Reengineering an integrated sash window includes taking out sashes, rubbing down and removing old paint from the running channel to allow smooth operation, interior inspection of boxes and clearing of any obstructions, renewal of sash cords/check sash chains, reweighting, checking alignment of meeting rails, adjusting sash widths so that they operate smoothly, reassembling and making good of areas disturbed. When draught proofing is fitted we will replace parting and staff beads with specialist timber beading and install draught proofing brushes to the meeting rails. We will replace window hardware appropriate to our system.

### **Draught Proofing and ventilation**

Older buildings must retain an element of ventilation so we aim to cut draughts by up to 70%. The ventilation requirements are bespoke to each property depending on existing ventilation and appliances in use. Trickle vents in our sash window system are usually adequate for ventilation purposes but occasionally additional forms of ventilation, mechanical or otherwise, may be required and where that is the case they will be specified separately to this Quotation. Further technical information is available on request.

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## **Terms and Pre-Installation Notes**

### **Decorating**

Our customers usually prefer to employ a local specialist firm of decorators for painting and decorating works. Unless we have specified decorating as a separate service in your Quotation or Estimate our standard decorating service will be carried out in which we paint only the areas of your windows/doors which we have disturbed with our work and we will paint to the existing specification e.g. where the windows' existing decorating standard is to top coat we will apply primer, undercoat and top coat to the areas we disturb in keeping with the existing decoration. Where the window's/doors existing decorating standard is to primer, we will apply primer to the disturbed areas.

### **Condensation**

CosyGlazing usually reduces condensation but we cannot guarantee that it will eradicate it entirely. In rare cases condensation appears after installing CosyGlazing. This is usually due to poor historical or current window maintenance including previously cracked putty, paints or seals allowing timbers to become saturated and release moisture into the void, which can still occur after restoration or repair and which we cannot therefore predict prior to our installation.

Our surveyors may offer general advice but they are not qualified to conduct window condition surveys and Mitchell & Dickinson cannot be responsible for the appearance or persistence of condensation should this occur after installation. Further technical information on condensation and CosyGlazing is available on request.

### **Window Condition**

Our service is designed to improve the thermal efficiency of your property and although we may undertake restoration work in some cases, we do not provide general window maintenance services which are better provided by a more generalist local maintenance provider.

It is recommended that the putty and paint on windows fitted with secondary glazing is maintained in good condition. This is the responsibility of the property owner. Unmaintained putty and paint can allow rainwater to enter beneath the glass and cause condensation. Maintained and waterproof windows prevent this so customers are advised to ensure that a regular programme of maintenance is undertaken. Our surveyors may offer advice regarding condition of windows and doors where time and access allows, however they will prioritise

### **Soundproofing**

Unless specified in your quotation we will install our insulation system to provide benefits in thermal insulation as the principle objective, although there may be some ancillary benefit in sound insulation. Where sound insulation is your principle objective a different design and installation approach will be required which must be specified in your quotation as a sound proofing design. Further technical information on soundproofing capabilities is available on request.

## **Terms and Pre-Installation Notes**

### **Installation dates**

We cannot fix installation dates unless specifically agreed in writing and only where the installation date required is at least 4 months ahead of the date of your order (and in receipt of your 50% deposit payment). We will be able to notify you of our proposed installation date following your specification survey visit and will endeavour to keep to those dates as far as possible but we cannot give date guarantees since dates will be subject to change from time to time whether due to delays in availability of materials or skilled craftsmen for your project.

### **Customer changes to the installation date**

We like to accommodate customer requests to change agreed installation dates wherever possible. However, where a change request is made at short notice, i.e less than 4 weeks prior to your installation date, and we are unable to reschedule our craftsmen to alternative projects, a cancellation charge equal to 33% of the value of your quotation will apply.

### **Cancellation**

Very rarely life can change, and you need to cancel your installation after you have paid your deposit. We will refund your deposit in full provided we have not incurred any costs at the point of cancellation for your specific installation. If we have already ordered your bespoke materials which we will do 6 weeks before your installation date, we will refund your deposit less 20% of the value of your quotation. For cancellations less than 4 weeks before your installation date where we cannot reschedule our craftsmen to alternative projects a further charge equal to 33% of the value of your quotation will apply.

**Schedule of Windows - The Queens Hall, High Street, RH17 5EL**

Number	Location	Type (CC,CF, SI,SF,FF)	Width mm	Height mm	Area sqm	Sash Window Draught Seals	Trim CM/WF	Price
W2A-T	Museum	FF	485	565	0.3	N		
W2B-T	Museum	FF	485	565	0.3	N		
W2C-T	Museum	FF	485	565	0.3	N		
W2D-T	Museum	FF	485	565	0.3	N		
W2E-B	Museum	FF	485	620	0.3	N		
W2F-B	Museum	FF	485	620	0.3	N		
W2G-B	Museum	FF	485	620	0.3	N		
W2H-B	Museum	FF	485	620	0.3	N		

£6,172.22

**Total** 2.3

Please note that your quotation is calculated based on installation of all windows in the schedule. The prices per individual window may increase should the number of windows reduce.

**Key**  
 Type: **SI** = Fully Integrated Sash, **SF** = Fixed Sash, **CF** = Fixed Casement, **CC** = Casement Fit  
 Trim: **CM** = Colour Match Trim, **WF** = Wood Frame

