

# PLASTER MASTER

plastermaster.org

39 LATCHMOOR WAY  
CHALFONT ST. PETER  
GERRARDS CROSS  
BUCKINGHAMSHIRE  
SL9 8LZ

T: 01753 884379

M: 07951 350322

E: enquiry@plastermaster.org

Tuesday, 05 June 2007

52 High Street  
Anytown  
Back of Beyond

AB1 2CD

## **Re: Proposed plastering work to bedroom number 3.**

Dear Mr Smith,

Thank you for recently asking us to provide a quotation for you.  
Below is a schedule of the proposed work, including dates, times and costs.

- Seal, glue and re-skim of existing wall consisting of chimney breast and two alcoves to height of picture rail and existing skirting.
- Work to be carried out at 0900hrs on April 16<sup>th</sup> 2008 with yourself present for access.
- The cost of the proposed work being £\*\*\*, inclusive of materials, with payment on completion.
- The scheduled work should be completed in \*\*\* day(s).
- Upon completion all waste materials to be removed by ourselves.
- All works will be carried out under our terms and conditions (Copy attached).

As we discussed there was one other relevant issue.

1. The wooden beading on the chimney breast. I advised you that it would be difficult to achieve a perfectly straight edge without replacing the wooden beading to which you agreed. This remedial work will allow the standard of finish to be excellent.

I would be obliged if you could confirm that you are in agreement with the above and wish us to proceed with the work. Any delay in your confirmation may push back the start date.

If you require any further information regarding this quotation please do not hesitate to contact us. We look forward to being of service to you in the near future.

Yours Sincerely,

Mr. A.J. Stewart