

West End House

XXXXXXXXX

XXXXXX

Hyde

Cheshire

XXXXX

22-09-09

Paul,

I am writing to you with regard to the extension you did not complete at the above address. I have now completed most works, so I can now give you a cost breakdown of outstanding monies owed to myself by you, Saddleworth Joinery Manufacturers Ltd, which I want you to study carefully.

Very briefly, listed below is the costing for the main items I have had to purchase in order to complete the said building works.

I have not listed, and am prepared to waive the labour costs involved which run to nearly double the amount again, provided you agree with and promptly pay the below total figure. If you do not, then it will leave me with no choice other than to pursue the full cost through the courts of the outstanding work including all labour, not forgetting the rendering to the house and the internal downstairs floor which I have not included in this listing.

	Drain Work	1000.00	1000.00
			1000.00
1	Lead required to complete roof	130.00	130.00
4	Internal Door lining - for downstairs doors	17.99	71.96
1	French Doors - Dining Room to Living Room	78.00	78.00
1	Interior Door - Porch to Kitchen	65.00	65.00
1	Interior Door - Hall to Living Room	39.00	39.00
1	4 Panel Moulded Door - Downstairs bathroom to Kitchen	27.00	27.00
3	4 Panel Moulded Fire Door	55.00	165.00
2	Pack MDF Skirting	20.00	40.00
3	Pack MDF Architrave	14.60	43.80
			659.76
	2 Pallets Block, 17 Cement, 2 Ton Yellow Sand	240.00	240.00
10	Coursed Stone M ²	50	500.00
12	2" Flag Stone for steps	27.50	330.00
			1070.00
		TOTAL	2726.76

Thank you for your prompt attention in this matter. If I do not have a response from you, in writing, by October 11th 2009, then I will assume you are not interested in resolving this matter amicably, and the next letter will be from my solicitor.

Mark