

Boyce, Evens & Carpenter

Chartered Surveyors

Established 1847

10 Genotin Terrace,
Enfield,
Middlesex, EN1 2AF

Tel: 020 8367 5100

Fax: 020 8366 3056

VAT Reg No 467 6205 30

Your Ref:

Our Ref: D3827

Account No. 7787

Date: 13th February 2014

Mitre House Management Limited,
7 Mitre House,
124 Kings Road,
LONDON,
SW3 4TP

<u>Mitre House, 124 Kings Road, London SW3</u>		
To receiving your instructions to prepare a scheme for external repair/redecoration and redecoration of the internal common parts at the above property, including provision of CDM Co-ordinator services under the CDM Regulations 2007.		
Attending a preliminary meeting with you to discuss the proposed scope of works, carrying out further detailed inspections, taking details and photographs, preparing a draft Specification and submitting this to you, for comment/approval.		
First interim fee for professional services to draft Specification stage, say;	£2,250.00	
VAT @ 20%		£450.00
Travelling, copying, binding and other disbursements to date.	£70.40	
VAT @ 20%		£14.08
Sub Totals	£2,320.40	£464.08
Total VAT	£464.08	
TOTAL	£2,784.48	

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Your Ref:

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Account No. 7810

Date: 24th March 2014

Mitre House Management Limited,
7 Mitre House,
124 Kings Road,
LONDON,
SW3 4TP

Mitre House, 124 Kings Road, London SW3

To continuing professional services in connection with the scheme for external repair/redecoration and redecoration of the internal common parts at the above property, including provision of CDM Co-ordinator services under the CDM Regulations 2007.

Receiving your instructions to invite tenders for the work following receipt of the draft Specification, preparing and issuing tender documents to five building contractors, checking/reviewing the tenders on receipt and preparing and issuing our tender report.

Second interim fee for professional services to receipt of tender stage, based on agreed scale and calculated against lowest tender received;

50% of 11% (10% + 1% CDM) of £76,101.00

Less: Previous account dated 13/02/14

£4,185.56

£2,250.00

£1,935.56

VAT @ 20%

£387.11

Further copying, binding and other disbursements to date.

£108.50

VAT @ 20%

£21.70

Sub Totals

£2,044.06

£408.81

Total VAT

£408.81

TOTAL

£2,452.87

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Your Ref:

Our Ref: D3827

Account No. 7880

Date: 22nd September 2014

Mitre House Management Limited,
7 Mitre House,
124 Kings Road,
LONDON,
SW3 4TP

Mitre House, 124 Kings Road, London SW3

To continuing professional services in connection with the scheme for external repair/redecoration and redecoration of the internal common parts at the above property, including provision of CDM Co-ordinator services under the CDM Regulations 2007.

Discussing certain reductions to the proposed scope of works following receipt of tender and receiving your instructions to place a contract for the works with A.R. Lawrence & Sons Ltd on the basis of a reduced contract sum in the amount of £63,828.00 plus VAT.

Receiving and checking the contractor's insurance details, Construction Phase Plan and proposed programme, submitting an F10 Notification to the HSE, preparing and issuing the formal contract documents for signing and attending and minuting a pre-contact meeting.

Carrying out inspections of the work in progress, issuing Surveyors Instructions for certain variations to date and issuing the first payment certificate.

Third interim fee, based on 67½% of agreed scale fee and calculated against original lowest tender received;

67½% of 11% (10% + 1% CDM) of £76,101.00

£5,650.50

Less: Previous accounts up to and including account dated 24/03/14

£4,185.56

£1,464.94

VAT @ 20%

£292.99

Contract documents and further travelling, copying, binding and other disbursements to date.

£173.20

VAT @ 20%

Sub Totals

Total VAT

TOTAL

	£34.64
£1,638.14	£327.63
£327.63	
£1,965.77	

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VAT Reg No 467 6205 30

Your Ref:

Our Ref: D3827

Account No. 7905

Date: 31st October 2014

Mitre House Management Limited,
7 Mitre House,
124 Kings Road,
LONDON,
SW3 4TP

Mitre House, 124 Kings Road, London SW3

To continuing professional services in connection with the scheme for external repair/redecoration and redecoration of the internal common parts at the above property, including provision of CDM Co-ordinator services under the CDM Regulations 2007.

Carrying out further inspections of the work in progress, issuing further Surveyors Instructions for certain variations to date and reporting to you.

Fourth interim fee, based on 80% of agreed scale fee and calculated against original lowest tender received;

80% of 11% (10% + 1% CDM) of £76,101.00

Less: Previous accounts up to and including account dated 22/09/14

£6,696.89

£5,650.50

£1,046.39

VAT @ 20%

£209.28

Further travelling and other disbursements to date.

£94.70

VAT @ 20%

£18.94

Sub Totals

£1,141.09

£228.22

Total VAT

£228.22

TOTAL

£1,369.31

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Your Ref:

Our Ref: D3827

Account No. 7938

Date: 9th December 2014

Mitre House Management Ltd.,
7 Mitre House,
124 Kings Road,
LONDON,
SW3 4TP

Mitre House, 124 Kings Road, London SW3

To continuing professional services in connection with the scheme for external repair/redecoration and redecoration of the internal common parts at the above property, including provision of CDM Co-ordinator services under the CDM Regulations 2007.

Carrying out further inspections of the work in progress, issuing further Surveyors Instructions for certain variations to date and issuing further payment certificates.

Fifth interim fee, based on 90% of agreed scale fee and calculated against original lowest tender received;

90% of 11% (10% + 1% CDM) of £76,101.00

£7,533.99

Less: Previous accounts up to and including account dated 31/10/14

£6,696.89

£837.10

VAT @ 20%

£167.42

To also organising joinery repairs to the various flat windows, inspecting the windows in detail, preparing and costing separate window repair schedules for the windows at the front and rear of each flat as applicable and reporting to you.

Fee, based on agreed scale and calculated against net cost of window repairs;

10% of £6,770.00

£677.00

VAT @ 20%

£135.40

Further travelling and other disbursements to date.

£103.50

VAT @ 20%

Sub Totals

Total VAT

TOTAL

	£20.70
£1,617.60	£323.52
£323.52	
£1,941.12	