

# FABRIC-COVERED SHUTTERS

Dear XXXX

Our proposal to supply you shutters is attached. This proposal is based upon the information you have relayed to us and should any notable changes be required we will inform you prior to any manufacture. Such changes may be dimensional, or to do with the fitting technique (recess kit) or changes in your choice of fabric. For example, if this quotation is based upon the use of plain fabric and you choose to change to a patterned fabric there will be an increased adjustment in the price of approximately 10% and also an increase in the fabric quantity required. This is to allow for pattern matching.

If you would like us to visit and show you our shutters and talk about your options, there is £50.00 fee (deductible from your subsequent order). This visit will be scheduled for when we are next in your area.

Because our fabric-covered shutters are handmade, manufacturing such a bespoke product is very time-consuming. Our order book is reflected by a turnaround for production of approximately 8 weeks (this does not constitute a contract for completion in any way). Production of your shutters will be booked in once the 50% deposit has been received.

Before proceeding, you need to clarify with us that your chosen fabric is suitable and a sample sent by post would be appreciated.

If you are supplying the fabric it must be received no later than 4 weeks before the scheduled completion.

You will be contacted when the shutters are complete. A delivery/fitting date will then be scheduled at a mutually agreeable time, this may well add a few days to the overall delivery time.

The balance of payment must be received on the day of fitting.

Please do not hesitate to contact us if you have any questions 0844 800 9476.

**Note:** *If you wish us to supply your choice of fabric, 15% discount is generally given on fabrics where we have an account. The use of this fabric is only for our fabric-covered shutters.*

Yours sincerely

XXXX

## Proposal to supply Fabric covered Shutters

**Customer:**

**Address:** Not given

**Date:** Friday, 09 January 2009

Lounge

Window 1	-840mm (h) x 1020mm (w) - 4 Panels -Customers own fabric -Hardware ( <i>included, but colour to be confirmed</i> )	Cost	£ 471.37
		fabric required	3.6 metres

Bedroom 1

Window 1	-870mm (h) x 1030mm (w) - 4 Panels -Customers own fabric -Hardware ( <i>included, but colour to be confirmed</i> )	Cost	£ 425.78
		fabric required	Incl. next

Window 2	-1020mm (h) x 810mm (w) - 4 Panels -Customers own fabric -Hardware ( <i>included, but colour to be confirmed</i> )	Cost	£ 408.74
		fabric required	4.5 metres

Bedroom 2

Window 1	-830mm (h) x 860mm (w) - 4 Panels -Customers own fabric -Hardware ( <i>included, but colour to be confirmed</i> )	Cost	£ 401.04
		fabric required	2.0 metres

Bedroom 3

Window 1	-740mm (h) x 740mm (w) - 4 Panels -Customers own fabric -Hardware ( <i>included, but colour to be confirmed</i> )	Cost	£ 362.90
		fabric required	2.6 metres

Bedroom 4

Window 1

-1020mm (h) x 890mm (w) - 4 Panels

-Customers own fabric

-Hardware (*included, but colour to be confirmed*)

Cost £ 423.00

fabric required (repeat estimated at 600) 2.4 metres

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**TOTAL to supply**

**Cost** (not including fabric) **£ 2492.83**

**Measure/Fit** **£ 280.00**

**Vat** **£ 415.92**

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**TOTAL incl. vat** **£ 3188.75**

*Congestion zone charges will be passed onto the customer and included in the final balance*

*Deposit payable to "Fabric Covered Shutters" £ 1594.37*

VAT No: 916 7926 87