



Ref: KM/KM/8553-16

24<sup>th</sup> June 2025

Aberdeen Blinds  
32 Esslemont Avenue  
Aberdeen  
AB25 1SP

For The Attention of Steven Nimmo,

**PHASE 3 EXTERNAL REPAIRS AND REFURBISHMENT, TRINITY CHURCH,  
QUEENS STREET, ABERDEEN**

We write to you following your quotation for the **Blind Installtion** for the above contract and hereby accept yourselves to carry out these associated works for the sum of **£13,296.00 Nett**

The conditions of your sub-contract with us will be generally the same as those of the Main Contract, and your obligations to the client and the client's obligations to you will be as contained in the main contract i.e., SBC Standard Building Contract with Quantities (SBC/Q).

The Burns Construction project team for this contract will be as follows.

Director / Senior Contracts Manager	Graeme Bruce	07817 828 452	<a href="mailto:gbruce@burnsconstruction.net">gbruce@burnsconstruction.net</a>
Director /Senior Quantity Surveyor	Keith McPhee	07968 425956	<a href="mailto:kmcphee@burnsconstruction.net">kmcphee@burnsconstruction.net</a>
Site Manager	Colin McBain	07885 649505	<a href="mailto:cmacbain@burnsconstruction.net">cmacbain@burnsconstruction.net</a>

It is a condition of this acceptance that you comply with the Main Contractor's programme for the work, which will be issued in due course, however we would anticipate a start date of W/C 1<sup>st</sup> Spetember2025. Please liaise with Coln MacBain regarding your exact program requirements.

Any resulting costs due to delays / non-compliance caused by the subcontractor will be recovered from the subcontractor / supplier concerned.

Variations will not be entertained unless authorised in writing by the Architect. Any works specifically authorised to be carried out on a Daywork basis will be subject to the following percentage additions to Prime Cost as defined in the Contract Conditions:-

Labour – 80%

Materials – 15%  
Plant – 35%

It is a condition of this acceptance that you comply with the current Health and Safety Regulations pertaining to the Building Industry.

You are requested to immediately forward upon receipt of this letter, if not already done, all Method Statements, Risk Assessments and C.O.S.H.H. data sheets particular to the above contract for inclusion in the main Health and Safety File.

#### **Finance Act 2024**

Unless you have previously done so, it will be necessary for you to satisfy our Accountant as to your status under the above act however please find below the following Key points referring to same.

#### **Verification of Tax Status:**

Your status under the CIS needs to be verified with HMRC, and you must provide relevant details:

- VAT Registration Number
- Company Registration Number
- Unique Taxpayer Reference (UTR) Number
- Bank Details

#### **CIS Deductions:**

Under Section 61(1) of the Finance Act 2004, contractors must deduct tax at source unless the subcontractor has verified "Gross Payment Status" with HMRC.

#### **Direct Costs of Materials:**

Tax deductions under CIS should exclude the cost of materials that the subcontractor has paid for directly.

- The subcontractor must provide evidence (e.g., invoices, receipts) for these material costs.
- Contractors are required to ensure that the material costs claimed are not overstated and must maintain proper records. If HMRC finds that the material costs are excessive, the contractor could be liable for under-deducted taxes.

Failure to Provide Evidence:

If the subcontractor does not submit a clear breakdown of claims or invoices separating material costs from labour and other charges, the contractor may deduct tax from the total payment amount.

Looking forward to a successful association on the above contract.

Yours faithfully,

*Keith McPhee*

KEITH MCPHEE

For and on behalf of

**BURNS CONSTRUCTION (ABERDEEN) LTD.**

cc Main File/KM/GB  
Site Agent

Scaffold to be supplied by main contractor.

Due to length of the windows the blinds will operate at different speeds.

If you have any further questions or wish to proceed, please contact myself where I am happy to assist.

Kind Regards

**Steven Nimmo**

m. 07740851162 t.01224 637609

Aberdeen Blind Company

32 Esslemont Avenue

Aberdeen, AB25 1SP

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