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| Sub-Contract Works Order | | |
|---|---|---|
| Date: | 21/07/2023 | Our Ref: 130CARET |
| Works Order Number: | 1661 | |
| Job / Ref: (enter job name or address) | Meldreth Primary School Caretakers house, High St, Meldreth, Cambridge, SG8 6LB | |
| Supplier Name and Address: (enter full business name & address) | Concorde Blinds, 4 Sunbeam Rd, Woburn Road Industrial Estate, Kempston, Bedford, MK42 7BY | |
| No. | Order Description | Order Value |
| 1 | <p>To supply labour and materials to all items specified in the issued and accepted quotation dated 20/07/2023</p> <p>Sub-Contract (SC) Form - JCTMW/Sc 2016 – If you want to see a copy of this, please liaise with the surveyor on this project. Once works have commenced on site, it is deemed that you have accepted the terms of the contract.</p> <p>Sub-contractor Commencement: 24/07/2023 Sub-contractor Completion: 07/08/2023</p> <p>Retention – 5% until project completion, reduced to 2.5% on practical completion of the project from the client.</p> <p>Defects Liability Period: 12 Months from main contract completion</p> <p>Liquidated damages: £500.00 per week</p> | <p>Total Order Value (excl. VAT):</p> <p>£932.72</p> |

Note: This order is to be inclusive of all items necessary to carry out the works to completion, including keeping the work areas clean and tidy at all times, providing all tools, equipment, insurance, travelling, site attendance, protection, PPE and any other costs which may be incurred by the sub-contractor in the line of carrying out the works, in respect of which G&S Hutchinson Ltd will accept no claims or liability.

Payment Process:

- Sub-contractor to issue their valuation between 1st and 14th of each month.
- G&S Hutchinson's surveyor in charge will review and issue any comments on the valuation and agree any changes required.
- G&S Hutchinson's surveyor in charge will issue a payment certificate in line with the agreed valuation amount by the end of the month.
- Payment terms are 28 days (+/- 5 days) following month end of the valuation issue date.
- Sub-contractor to issue their invoice in line with the payment certificate within 5 working days of payment certificate issue.
- The sub-contractor's valuation review / payment will be delayed until the following month if issued later than the 14th of each month, unless having prior agreement with the surveyor.

If you have supplied materials, please provide all product information ahead of completion, where possible, such as Health and Safety Data Sheets, Installation Instructions, User Guides, Conformity Certificates, O&M Manuals and Statutory Certificates as appropriate. All data MUST be emailed in pdf format to: rebecca@hutchinsonbuilders.co.uk Please note: Failure to provide adequate information may delay your payment.

Sub-contractors are required to be CIS registered gross, or tax on labour charges will be deducted and paid to HMRC Direct at the current rate, as required by HMRC regulations. In order to process your payment, you will need to supply your full details to us, including your trading name and address, your UTR number, or your NI number (if you are a sole trader), and your VAT registration number (if registered). To avoid possible payment delays, please send your details in good time to accounts@hutchinsonbuilders.co.uk All information provided will be treated confidentially and in accordance with the Data Protection Act 2018. **You must also provide us with this signed acknowledgement.**

Acknowledgment

Signed by: _____ Name: _____ Signature: _____

Company Reg. No. 4797856 | V.A.T Reg. No. 19-7327-331

