

PRIVATE AND CONFIDENTIAL

CP Interiors
Unit 28
Rue De Pres Trading Estate
Jersey
JE2 7QN

2nd February 2026

Dear Sirs

A letter from Concept 2 Completion Ltd (the **Contractor**) to CP Interiors (the **Sub-Contractor**) for the External shading works required at Makai St Brelade.

This letter (the **Order Letter**) seeks to place an order with you for the works.

- Your quotation dated 18th September 2025 ref S017061 in the nett sum of £ 35,354.00 plus GST.
- Project Commencement TBC.
- The overall programme duration is to be discussed and agreed with the project site team led by Tim Marsh contact details t.marsh@c2c.je 07829-993011.
- The Contract is the 2016 JCT standard building contract without quantities.
- You are to comply with the procedures as set out in C2C's Health and Safety Manual and Quality Management System and comply with the Health and Safety (Management in Construction) (Jersey) Regulations 2016 law. Including the provision of all necessary safety systems/ edge protection etc. to comply with the working at heights section of this law. You are to supply all necessary risk assessments and method statements to our site manager in a timely manner.
- The Agreement shall be governed by the laws of the islands of Jersey and any dispute concerning it or its interpretation shall be adjudicated in that jurisdiction.
- By carrying out the instructions contained in Schedule 2 (signing page) the Sub-Contractor will be confirming their acceptance of this Order Letter, and the entering into an Agreement (the Agreement) with the Contractor.
- All drawing sign offs and approvals will be carried out Riva Architects.

Schedule 2. Signing Page

This Agreement has been duly executed on the

SIGNED by the Contractor:

A handwritten signature in black ink, appearing to read 'Greg Morrison'.

Greg Morrison

Managing Director

for and on behalf of **Concept 2 Completion Limited**

SIGNED by the Sub-Contractor:

for and on behalf of **CP Interiors**

Instructions to the Sub-Contractor:

The Sub-Contractor is to:

- print TWO copies of this full document (including the Order Letter, all Schedules and appendices therein); and
- sign BOTH printed copies in the relevant space above; and
- return BOTH printed and signed copies of the same to the Contractor.