

Quotation: Wittering Parish Council
Project: Flat Roof Repair

For the attention of Ms R. Demagalski

Ruth Demagalski
Wittering Parish Council
Townsend Road
Peterborough
PE8 6BD

Date: 15 May 2026

Dear Ruth,

Thank you for the opportunity to submit our proposals and quotation for you to review. Please find the following information enclosed for your consideration:

Our quotation includes:

- Detailed specification of works and materials
- Project costs
- Our terms, and proposed payment schedule

We trust our quotation meets with your requirements. Should you need any further information, we would be delighted to discuss this project with you further in more detail.

Yours faithfully,



Alex Lowndes
Interiors Contracts Manager

Project: Flat Roof Repair

1. Scope

This quote includes:

- Labour
- Plant
- Materials

2. Flat Roof Repair

- Attend site at Wittering Village Parish Hall to carry out temporary roof repair works.
- Sweep and clear roof surface of loose debris and contaminants.
- Rod and clear existing downpipes to improve rainwater discharge.
- Remove loose and damaged roofing felt where accessible.
- Apply temporary cold-applied waterproof repair system to defective areas of the roof covering.
- Repairs are intended as a short-term waterproofing solution only and are not structural repairs.
- Cold-applied method to be used to avoid heat application and reduce fire risk due to existing deteriorated roof timbers.
- Client acknowledges repairs are intended to provide a temporary serviceable solution with an anticipated lifespan of approximately 3–5 years, subject to weather conditions and roof condition.
- All works to be completed by a two-man operative team over one working day.

3. Exclusions

- Structural timber repairs.
- Full roof replacement.
- Any hidden defects uncovered during works.
- Internal making good.
- Scaffold access unless specifically noted elsewhere within quotation.

4. Service Contract

- Following completion of these works, CK4 Limited can provide continued support and maintenance of all new and existing equipment and installations.
- We can offer a service and maintenance contract tailored to your requirements.
- This would be carried out in line with the manufacturer's requirements and would typically be on an annually renewed contract.
- We will contact you towards the end of the project to discuss this in further detail and finalise the terms of the contract.

5. Costs

Costs to complete this project are:

| | | |
|----------------------|------------------|--------------|
| Flat Roof Repair | £1,144.00 | + VAT |
| PROJECT TOTAL | £1,144.00 | + VAT |

6. Our Payment Terms & Schedule

Our terms are 100% on completion, to be paid strictly within 30 days of your receipt.

7. Quote Validity

Please note, due to current material price fluctuations, our quotes are valid for 14 days. Should you wish to place an order after this period, we will update all quotation prices for your approval prior to starting this project.

Due to current economic conditions, prices may increase even after your order has been placed. We will do everything to ensure further price increases are kept to an absolute minimum - however, where this is outside of our control, regrettably we will have to pass those increases on to our clients.