

Stuart Radley
Stuart Radley Associates
Unit 5 Tungsten Building
George Street
Portslade
Brighton
East Sussex
BN41 1RA

23 June 2025

Our Ref: 5625/NC

Dear Stuart,

Re: Hassocks Pavilion

Thank you for the opportunity to provide a fee proposal in relation to the above project.

Following your recent email and our discussions, we understand that the client has concerns about the building's running costs—particularly with regard to the heating and hot water systems, which are currently served by an Air Source Heat Pump (ASHP). An independent review of the building services is required, and we are pleased to submit the following proposal.

We have also included an optional additional service to undertake a full condition survey of the mechanical and electrical (M&E) installations.

1. Heating & Hot Water Review

- A mechanical engineer will attend site to review the existing heating and hot water systems, including the ASHP.
- We will carry out the necessary calculations and, based on our findings, provide a written report with recommendations for improvements or remedial action as appropriate.

Fee: £1,250.00 + VAT

2. M&E Condition Survey (Optional Add-On)

- An engineer will undertake a full condition survey of the mechanical and electrical services.
- A written report will be provided, including photographs and commentary on the condition of the installations.

Fee: £1,125.00 + VAT

Notes

- Our payment terms are 30 days from invoice. We will invoice monthly, based on the percentage of work completed against the quoted fees.
- The above proposal is valid for 60 days and includes all necessary disbursements.

Please don't hesitate to contact me if you have any questions or would like to proceed.

Yours Sincerely



Neil Champion
Managing Director