

New Leaf Gardens  
48 Newlaithes Gardens  
LEEDS  
LS18 4JU

Mrs X  
100 Any Street  
Horsforth  
LEEDS  
LS18 2PA

7<sup>th</sup> November 2005

Dear Mrs X

Thank you for meeting with me last week and for approving my design for your new back garden.

To confirm, I am happy to undertake the work for a price of £3,500. This price is made up of my initial cost of £2,750 for the design as I presented to you, plus the following additional work:

- Erect new "feathered edge" fence panels with bow tops.

Just to confirm, my quotation includes all hard landscaping and planting.

If this quotation meets with your approval, I would like to start the work at the end of this month. I would suggest that you pay me as per the following schedule;

- £1,500 at the start of the work
- £1,500 after the hard landscaping has been completed
- £500 when the planting is completed i.e. at the end of the job.

I hope this is okay and look forward to hearing from you.

Yours sincerely

Tim Staves  
(07951 455451)