

**"RE: Quote for report work"**

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09/03/2009 14:41	Refiled from WRK/010
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**"Adam Jacobs"**<ajacobs@ **GRO-C**  
**GRO-C**

08/06/2004 15:35

Gutowski/PH6/DOH/GB@ **GRO-C**

To: Richard

cc:

bcc:

Subject: RE: Quote for

report work

Dear Richard

Many thanks. All we need to do now is set a starting date.

As I mentioned before, both Shanida and myself are away next week, so I suggest Wednesday 23 June. Is that OK with you?

Kind regards

Adam

-----Original Message-----

From: Richard.Gutowski@ **GRO-C**[mailto:Richard.Gutowski@ **GRO-C**]

Sent: 07 June 2004 12:47

To: Adam Jacobs

Subject: RE: Quote for report work

Adam

Sorry for the delay, I have been out of the office. two copies of the agreement are in the post.

Richard

"Adam Jacobs"  
<ajacobs@GRO-C> To: Richard  
Gutowski/PH6/DOH/GB@DOH  
GRO-C cc:  
bcc:  
24/05/2004 14:50 Subject: RE: Quote for report  
work

Dear Richard

Please find attached an agreement for the work as discussed. If you are happy with it, please could you print out and sign two copies and send them to me, and we will then sign the copies and return one to you. Otherwise, please let me know of any changes you would like me to make.

In a rather unfortunate piece of timing, both myself and Shanida are going to be away for the week of 14 June. There is a chance (to be honest, probably a slim one) that we will have finished the work by then anyway. However, if we haven't, then I'm sure we will be able to make a very good estimate of how much further work is required by then, so that we will be able to make sure we apply sufficient resources to finish the project in a timely manner when we return.

Kind regards

Adam

-----Original Message-----  
From: Richard.Gutowski@GRO-C  
[mailto:Richard.Gutowski@GRO-C]  
Sent: 19 May 2004 10:02  
To: Adam Jacobs  
Subject: RE: Quote for report work

Adam

Can I ask you to draft as it will expedite matters. How about a provisional start date so I can arrange for retrieval of the papers.

Kind regards

Richard

"Adam Jacobs"  
<ajacobs@Gutowski/PH6/DOH/GB@GRO-C>  
To: Richard  
cc:  
bcc:  
19/05/2004 09:35  
Subject: RE: Quote for  
report  
work

Dear Richard

I think that sounds entirely reasonable. I think there is a good chance that we would be able to complete the project within that timescale anyway, although obviously I'll have a much better idea once we have made a start.

Will you be drafting the agreement?

Kind regards

Adam

-----Original Message-----  
From: Richard.Gutowski@GRO-C  
[mailto:Richard.Gutowski@GRO-C]  
Sent: 19 May 2004 09:29  
To: Adam Jacobs  
Subject: Re: Quote for report work

Adam

Thanks for coming in to see me. We would like your company to take on the work. Whilst I appreciate the difficulty in predicting a time span it is important from our prospective that it is not open ended. Can I therefore suggest that we draw up an initial agreement for say one months preparatory work, with a cap of £8,000, to be reviewed and if necessary extended after that time.

I look forward to hearing from you

Kind regards

Richard

"Adam Jacobs"  
<ajacobs@Gutowski/PH6/DOH/GB@GRO-C>  
To: Richard  
cc:

bcc:  
14/05/2004 14:55                      Subject: Quote for report  
work

Dear Richard

It was a pleasure to meet you earlier.

I can confirm that Dianthus Medical Limited will be willing to take on the work we discussed, and that our fee for this work will be based on a rate of 400 pounds per day. At the moment, it is very hard to estimate how many days' work will be involved, but I am sure we would be able to give a reasonably good guess once we are a few days into the project.

The work will be done by either myself or my colleague Dr Shanida Nataraja, or possibly both of us if it turns out that the amount of work is such that it would be a struggle for one of us working alone to complete the work by your deadline. I understand you need the report to be completed by the end of July, and that it will be necessary for the majority of the work to be done at your premises.

The pressure of other work means that we are not in a position to begin work immediately, but we will be able to start work in the next 2-3 weeks. I hope this is OK.

Please don't hesitate to phone or email if you have any questions. I look forward to hearing from you.

Kind regards

Adam

Dr Adam Jacobs  
Dianthus Medical Limited  
Lombard Business Park  
8 Lombard Road  
London  
SW19 3TZ  
Tel: +44 20 8543 9229  
Fax: +44 20 8543 9885  
Web: [www.dianthus.co.uk](http://www.dianthus.co.uk)

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