Date

Name & Address

**Quotation for Bespoke Freestanding Display Cabinet**

Dear XXXXX,

Thank you for your interest in Lethenty Cabinetmakers and for the opportunity to quote for designing, making and installing a freestanding display cabinet at the above address. Thank you also for taking the time to discuss your requirements when you visited our showroom on XXXX and also when I visited you on XXXX.

Further to our meeting, I’ve discussed the proposals with one of the workshop cabinetmakers and we’ve considered the time and materials required and prepared a quotation for you below. I’ve also attached a scale elevation of the proposed design. I’m pleased at how this looks on paper and I’d love the opportunity to build this cabinet so I do hope you’ll consider accepting this quotation.

Please do not feel that the design or the costs are "set in stone" at this stage.

Following further discussions with you, I will be able to prepare an updated design drawing and a revised quotation as required. It’s important to get this stage right!

What I’d like to do, is to spend some more time with you discussing the proportions. We’d then make a full size plywood template of the proposed design and try it out for size in situ. That will give you a far better feel for how the finished display cabinet will look. Although this cabinet is essentially a free standing piece of furniture, we will take the time to ensure it is sitting level and plumb. If required, we can fit a concealed timber bracket behind the upper shelves to secure it to the wall.

Please note that the costs quoted below include all installation and fitting work. This will be carried out carefully, professionally and to a very high standard by the same craftsmen who build your cabinet.

Our cabinetmakers are polite, friendly and communicate well. We keep our promises and we will respect you and your home.

**Construction & Materials**

This cabinet will be made using very high quality materials and construction methods. All the exterior parts be made using first grade solid Ash throughout. We often use a combination of straight grained Ash for the door frames and crown cut Ash for the upper shelves and the uprights. The door panels will be made from Aberdeenshire Burr Elm. We have some beautiful boards of Elm from Fyvie Castle and we’ll take the time to select a pair of rich grained panels.

The two back panels (behind the doors and behind the open shelves) are to be made of high quality Baltic birch plywood with a face veneer of crown cut Ash.

The bookcase is to be finished inside and out with a very high quality spray applied satin sheen clear lacquer.

The doors are to be fitted inset with the doors hung on high quality concealed hinges made by Blum of Austria. These are fully adjustable and are fitted with integrated soft close mechanisms.

The door handles will be custom turned from straight grained Aberdeenshire Elm.

The central display space will be fitted with a continuous band of light, recessed into the base. This will provide a back light to illuminate the items on display. The LED driver and switch will be concealed inside the lower cabinet, behind the left hand door. The switch will be a simple finger touch disc with on, dim up, dim down, off function. All wiring will be concealed.

**QUOTATION**

To design, build and install a bespoke display cabinets as described above and as shown in my elevation drawing. LED lighting and custom door handles are included. All installation work will be carried out by our own cabinetmakers carefully and professionally.

Total cost - £6,840 plus VAT

 **TERMS**

We require a deposit of 25% of the total cost. This confirms the order and books your project into our workshop schedule. We will ask for a second payment of 50% prior to installation with the balance payable within 14 days of installation. Any additional work or changes out with the above quote may incur a labour charge. Our current hourly rate is £54.00 + VAT per man, per hour.

This quotation is valid for six months from the above date. Any price increases that may be applied after that date would be in line with inflation and would reflect the rise in cost of materials, labour, appliances, etc. Any cost changes would be fully discussed with yourself.

An early decision helps ensure that your preferred fitting date can be met. At the time of writing, we have around six months of work on our books but we may be in a position where we could begin construction earlier if required.

I look forward to discussing your project further with you. In the meantime, if you need any clarification or further information, please do not hesitate to contact me and I will be delighted to help.

Yours sincerely,



**Graeme Winram**

A selection of feedback and testimonials from our clients:

*"From the first contact with your company, we feel that your customer service has been exceptional"*

*"It was our experience that you went the extra mile to ensure that we were satisfied with the final result"*

*"Your attention to detail is extremely impressive and we were very pleased that even the smallest concern was treated with due respect"*

*"The quality of the piece is superlative and we have been impressed with your service throughout"*

*"All your beautiful work and the care taken by your workshop team have been such a pleasure to us"*

*"Thanks for an excellent job and, in particular, for your personal care and attention - makes all the difference"*

*"What a difference it makes, having such nice people working in your house"*

*"From the initial design stages, through to fitting out, we both feel that we have been included and gently guided in the design process in order to achieve our aim of a beautiful kitchen"*

*"I like the handles, and especially that all the slotted screws are at the same angle; that is exactly the sort of attention to detail that is important to me"*

*"Between you all, you have indeed made our house a home"*

*"It was very clear to us that these men were craftsmen and not just fitters by the care and attention to detail that was paid throughout every aspect of the installation - they do great credit to you and to your firm"*

*"By the way, your men are a credit to your company - very meticulous, tidy, hardworking and polite - great guys"*