

Date XXX

Name & Address  
XXX



**Ref : A Bespoke Hand-Made Kitchen from Lethenty Cabinetmakers**

Dear XXX,

Thank you for your interest in Lethenty Cabinetmakers and for the opportunity to quote for designing, making and installing a new kitchen for the above address. Thank you also for taking the time to discuss your requirements when I met with you on the XXXXX. This looks like a great project for us and we'd love to build you a fabulous kitchen for your new home.

I've discussed the proposals with the workshop cabinetmaking team and we've considered the time and materials required and prepared an initial quotation for you below. I've also prepared 'XXX Kitchen Design No. 1 showing a first suggested layout for your kitchen and this is attached for you to review.

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

There is an almost limitless range of possible designs, materials and construction techniques we could use here. For the sake of simplicity, I have presented the quotation below as a range of possible costs which will act as a guide to our likely charges.

Please do not feel that the design or the costs are "set in stone." This quotation letter is simply a first draft document to begin the process. Following further discussions with yourselves, I will be able to prepare detailed elevation drawings and a revised, fixed price quotation for you.

***Please note that the costs quoted below include all installation and fitting work. This will be carried out safely, professionally and to a very high standard by the same craftsmen who build your kitchen.  
Our cabinetmakers are polite, friendly and communicate well. We keep our promises and we will respect you and your home.***

## **Construction & Materials**

The kitchen cabinets are to be made using very high quality Baltic Birch plywood with solid Ash front edges throughout. The cabinet interiors are to be finished with a very hard wearing spray applied, satin sheen clear lacquer.

The exterior surfaces (doors, end panels, plinth, etc.) are to be made with solid Ash hardwood throughout and will be supplied in a very high-quality hard-wearing spray-painted finish in any colour. Please note that the Ash is an open grained timber and the natural grain patterns of the wood will be discernible through the paint finish. I can show you examples of this finish in our showroom.

As an alternative, we can supply the inner cabinets made with a very high grade of Hidrofugo MDF with a painted finish. We normally fit these cabinets with a fully adjustable soft closing hinge system made by Blum of Austria. This is a more economical method of construction so selecting this option would reduce the cost. Examples of both styles of cabinet construction can be seen in our showroom.

We will supply the extraction cabinet plate shelf, the four open slatted shelves on the central island and the two-door wall cabinet using our own stocks of solid Aberdeenshire Elm throughout. Elm to be finished with a high quality, spray applied satin sheen lacquer.

The doors and drawer fronts are to be fitted inset style with the doors hung on very high quality traditional polished nickel butt hinges fitted with neat nickel catches. The drawers are also to be fitted inset, mounted on very high-quality full extension ball bearing runners, fitted with 'soft close' mechanisms. All drawer boxes to be lacquered and made of solid Maple with dovetailed construction throughout.

### **1. Main Kitchen Cost**

To design, build and install bespoke painted kitchen cabinets as described above and as per my attached design sketch including the window seat, the solid Elm wall cabinet and the wall cabinets above the hob but not including the central island, the worktops, sink, taps or appliances.

Total Cost: £32,500 to £34,500 plus VAT

## **2. Central Island**

To design, build and install a bespoke custom-made central island as described above and as per my attached design plan. Not including worktop.

Total Cost: £13,700 to £14,700 plus VAT

## **3. Worktops**

Worktops can be supplied in timber, granite, slate, Corian, Quartz, etc. The cost can vary considerably, depending on the type chosen and also on details such as corner profiles, surface texture, draining grooves and edge mouldings. Window cills, splashbacks or upstands can also be supplied at an additional cost.

To template, cut, polish, deliver and install 30mm quartz worktop for the main kitchen run and the central island. Including a polished cut out for the sink, two tap holes and a set of six draining grooves.

The overall worktop cost will vary depending on the material selected. I've based my costs on supplying a good quality mid range light coloured quartz – perhaps something like Silestone Lusso or Fugen Valley White.

Total estimated worktop cost: £3,400 to £4,200 plus VAT

## **4. Handles**

There is an almost unlimited range of handle options available in wood, granite or metal. Push to open doors and drawers can also be fitted. We sometimes also design and make bespoke handles for our clients.

Many of our kitchens are fitted with solid pewter handles made by Finesse Designs in Durham. Another favourite supplier is Armac Martin in Birmingham who produce a wide range of beautiful handles in solid cast brass. These are available in over twenty different finishes.

These companies give me a 20% trade discount. I normally split this equally with my clients so your price would be 10% less than the prices on line.

For the design shown in my drawing I estimate that you will need around 19 handles.

## **5. Appliances, Sink, Taps etc.**

These are not included in the costs listed above. We can source these for you at a very competitive price. It would be our responsibility to ensure they are securely stored, delivered on time and undamaged to site and fitted/installed within the proposed kitchen design. (Please note all warranties for appliances commence on date of installation).

The kitchen shown in my attached design drawing includes the following - an integrated dishwasher, a freestanding fridge/freezer, a large built in single oven, a compact combination oven, a warming drawer, a wide induction hob, a flush fitted canopy extraction system, a high quality two bowl undermounted stainless sink and a good quality set of taps.

To supply these appliances using good quality brands e.g., NEFF, Miele, Blanco etc. you should allow a budget of between £4,800 to £5,800 plus VAT.

If required, we can suggest several different options for each of these appliances. We receive a small trade discount from most of our suppliers and we normally share this discount with our clients.

The main kitchen cost above includes the cost of fitting these appliances into our cabinets but we are not able to carry out the work of connecting them to water or electricity supplies. This work has to be done by a registered plumber and/or electrician.

## **6. Lighting & Electrical**

If required, we can fit low voltage LED lights into your kitchen cabinets. There is an endless variety of alternatives – cornice lights, drawer lights, shelf lights, plinth lights etc. If required, we can also supply you with a coordinating range of elegant and very high quality electrical sockets and switches, supplied by Corston electrical. We would be happy to discuss the possibilities and to provide you with a quotation.

As an example, if we were to supply and install two high quality warm white LED flush fit lights to the overmantle canopy and two below the hardwood wall cabinet, including switches, cables and concealed drivers, the cost would be £160 plus VAT.

While we can fit any light to our cabinets, concealing all wiring, we cannot connect these to the electrical supply. This has to be carried out by a registered electrician.

## **7. Extraction System**

In the kitchen costs listed above I have included supplying and fitting a canopy extractor above the cooker. The cost of supplying and fitting the extractor is included in the costs listed above. However, the cost of supplying and fitting the ducting (150mm rigid pipe) through the wall to the outside air or supplying and fitting a weatherproof external vent is not included. Following a more in depth survey and discussions with the builder and the architect, we can provide you with a cost for this. Quite often, this work is carried out by the builders on site. We would want to advise on the route and type of ducting in order to achieve maximum effectiveness of extraction.

## **8. Joinery & Repair Work**

Between removing an existing kitchen and installing the new kitchen we sometimes need to carry out joinery repairs to the internal walls, floor or ceiling. Removing tiles and splashbacks or running new pipes and cables can involve replacing sections of plasterboard. Sometimes we need to add new sections of timber framing, fit new insulation, install skirting, architraves, window cills etc. This work can be carried out by a local joiner but normally it's more efficient for us to carry this out ourselves. We would charge this work on a time and material basis. Labour will be charged at a reduced rate of £42.00 plus VAT per man, per hour and materials charged at nett trade cost plus 10%. In some kitchen installations, this work is just a few hours, in some cases, it can take us a couple of days. In this case, I don't anticipate that your kitchen should present any major problems.

## **9. Other Trades & Project Management**

As discussed, the work of replacing your kitchen will require the involvement of some other trades companies. As well as a plumber and electrician, you may also require the services of a plasterer/decorator and a flooring contractor. If required we can organise this for you. We can suggest trustworthy registered tradespeople we've worked well with consistently in the past. It will be part of our job to co-ordinate this project, to prepare an installation schedule and to liaise effectively with all concerned to ensure the project progresses smoothly. (Please note, we do not subcontract these other companies - they will quote you and invoice you directly).

## **10. Kitchen Removal & Disposal**

The cost of removing and (if required) disposing of your existing kitchen cabinets is already included in the main kitchen cost above. However, because of restrictions on trade waste, we are not able to dispose of your sink or any of your existing kitchen appliances although most Councils will uplift these for a small charge.

## **11. Terms**

We require a deposit of 10% of the total cost upon acceptance of the quote. This confirms the order and books the job into our workshop schedule. We will ask for a second payment of 25% just as construction begins. This is to maintain cash flow and to help with the purchase of materials, appliances etc. We will ask for two further stage payments of 25% prior to installation with the balance payable within 14 days of installation. Any additional work or changes outwith the above quote may incur a labour charge. Our current hourly rate is £54.00 plus 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 five months of work on our books but we may be in a position where we could begin construction earlier if required.

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

Yours sincerely,



**Graeme Winram**

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## **Summary of Estimated Costs**

Main Kitchen Cabinets	£ 33,500
Central Island	£ 14,200
Worktops (Mid range quartz)	£ 3,800
Appliances (Mid range)	£ 5,300
Lighting	£ 160
Handles	£ 340

**Total excluding VAT** **£ 57,300**

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"*