

Mr Apurba Chatterjee
3 Lancaster Close
RG1 5HB

Frances Martin
Executive Director for Economic
Growth and Neighbourhood Services

Bridge Street, Reading RG1 2LU
☎ 0118 9373787

Direct: ☎ 0118 9373842
e-mail: Kevin.Lee@reading.gov.uk

Reference: KL2020-31
Date: 17th August 2020

Your contact is: **KEVIN LEE**

Dear Mr Chatterjee

Thank you for asking Reading Borough Council (Reading Commercial Services) to quote for your required works. Please see below for my quotation based upon my visit.

To remove the deadwood from the Pine in the rear garden

****You will need to submit a TPO application for approval before the work can be carried out**

£725.00 ex VAT

All of our work is covered by Reading Borough Councils Public Liability Insurance to the value of £50million.

Please note, the prices listed on this quotation are valid for works that are carried out between the hours of 8am and 4pm on Monday to Friday. If you wish to have the work carried out on a Saturday, there will be an additional charge.

If you require any further information please feel free to contact me directly.

Kind regards,

Kevin Lee
Tree Officer