



HASLEMERE TOWN COUNCIL

Town Hall, High Street, Haslemere, Surrey GU27 2HG
01428 654305 / town.clerk@haslemeretc.org

July 2020

XXX
XXX
Via email

Haslemere Town Council – Tender for Christmas Lights 2020-2023

Dear XXX,

My Council invites your company to tender for the above contract. This is for the total package supply, installation and removal of Christmas lights in Haslemere and Hindhead, as per the attached specification.

Your proposed scheme should be accompanied by pictures wherever possible. We will require some options to choose from in terms of final design.

I would strongly advise that you visit Haslemere to have a look at the town before submitting your tender bid. I am happy to meet with you when here to discuss what is required.

The closing date for return of tender documents is midday on XXX and a stamped addressed envelope is enclosed in which your tender should be returned.

The Council is looking at a discrete project to install icicles on front of some shops within the town, I would be grateful if you would advise me separately, what your charge for supply and installation of icicles on the front of retail premises would be, per 10m.

I would be grateful if you could please inform me by return should you be unable to tender for this work.

Yours sincerely

A handwritten signature in blue ink that reads "Lisa O'Sullivan".

Mrs Lisa O'Sullivan
Town Clerk
Haslemere Town Council