SAMPLE: INVENTED DETAILS. NOT A REAL DOCUMENT.

OSTWICK ELECTRICAL SERVICES LIMITED
3 Wrexholme Wharf
Marlhaven

25 September 2026

For the attention of Mr Martin Haldane, Commercial Manager
CORLINTON CONSTRUCTION LIMITED
Corlinton House
Wrexholme Road
Marlhaven

WREXHOLME QUAY APARTMENTS
JCT DESIGN AND BUILD SUB-CONTRACT 2016 (DBSub/C) (REF. CCL/WQC/SC/027)
PAYMENT APPLICATION NO. 9

Dear Mr Haldane,

1. We refer to the sub-contract between Corlinton Construction Limited (the "Contractor") and Ostwick Electrical Services Limited (the "Sub-Contractor") dated 14 January 2026 for the electrical installation package (the "Sub-Contract").

2. We enclose our Payment Application No. 9, made under clause 4.6.3.1 of the Sub-Contract, valuing the work up to the Interim Valuation Date of 30 September 2026.

3. The gross valuation is £809,492.50. After retention of £24,284.78 and the sums previously due as interim payments of £663,190.00, the sum that we consider will become due on the payment due date of 12 October 2026 is £122,017.72 exclusive of VAT (the domestic reverse charge applies). The basis on which that sum is calculated is set out in the enclosed valuation.

4. The gross valuation of £809,492.50 comprises measured work of £748,412.50, variations of £41,240.00, materials of £18,200.00 and dayworks of £1,640.00.

5. First fix containment and cabling to blocks A and B is complete. Second fix to block A started on 21 September 2026; block C cannot start until the plasterboard is closed up.

6. Variations V07 and V12 are included at the value we have put on them and are not yet agreed.

7. Under clauses 4.6.1, 4.7.1 and 4.7.2 of the Sub-Contract, the due date is 12 October 2026, any Payment Notice is due by 17 October 2026, and the final date for payment is 26 October 2026. We look forward to receiving payment of £122,017.72 by that date.

We reserve all of our rights under the Sub-Contract.

Yours sincerely,

Daniel Price
Quantity Surveyor
For and on behalf of Ostwick Electrical Services Limited

We enclose the Payment Application No. 9 valuation (Summary, Measured Work, Variations, Materials).