

BBG Surveys is a trading name for Bradford & Bingley Marketplace Limited
Registered in England No. 1814520 Registered Office: 26 Salisbury Square, Hatfield, Hertfordshire, AL9 5DD
The names of the directors may be obtained from that address.
Bradford & Bingley Marketplace Limited is an appointed representative of Bradford & Bingley plc
which is regulated by the Financial Investment Authority for investment business.

[Redacted] e-mail

PTM Bell BSc ARICS

[Redacted]

Yours sincerely

I look forward to hearing from you.

When you reply, please confirm the full postal address for the first floor office suite.

and return the enclosed duplicate letter. I will then proceed with marketing.
Should the particulars and terms be satisfactory, I would be grateful if you could countersign
For your reference, I enclose a copy of our standard Terms & Conditions of Appointment.

and internet access. National advertising costs are excluded.
provision for installation of a 'to let' board, local advertising, distribution through our mailing list
My fee for this letting will be 10% of the rental agreed (excluding VAT). This fee includes

addressing your conversion.
As indicated at our meeting, I am not a design expert. However, I would stress the
requirement to retain natural light, an open feel and reduce dead floor area when you are

refurbishment is close to completion.
Please find enclosed draft property particulars, from which you will see I have suggested a
quoting rental of [Redacted] pa. This equates to [Redacted] per sq ft and should be a useful starting
point to establish the level of interest. In time, we can reduce the figure when the

I refer to our recent meeting when we inspected your office premises.

Offices - Rochester Place London NW1

Dear Adam

Mr A Black
Flat 4
12 Ellerdale Road
LONDON
NW3 6BB

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Endavour House
1 Lyonsdown Road, New Barnet
Hertfordshire EN5 1HU
Telephone 020 8275 2443
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18 July, 2001

BBG Surveys

Our ref: [Redacted]
Your ref: [Redacted]