



About TDA

ABOUT TDA

Combining the imagination and technical know-how of an architectural practice with the speed and convenience of Design and Build. We offer a full range of commercial interior design and build services that can be perfectly tailored to suit your needs. Whatever the scope of your project, we provide a consultative and personal experience throughout, enabling you to achieve a fully optimised, future-proof workplace that you can be proud of.

We are on a mission to change perceptions of what a design and build company like ours can achieve. Our designers’ architectural mindset allows them to dream up imaginative, even abstract concepts, that reflect your brand and culture. We show you how these would translate into the real world with detailed sketches and 3D visualisations of your space.

1988

TDA LAUNCH

Delivering successful fit-outs since the late eighties.

2

STUDIO LOCATIONS

London and Regions.

100%

ENVIRONMENT SUSTAINABILITY

All products we specify to our clients are from sustainable sources.

14001

ISO ACCREDITED

We are ISO 14001 accredited Fitwel champions and members of the UK Green Building Council.

PEOPLE + SPACE × DESIGN

Where ***people, space*** and ***design*** all work together in a healthy ecosystem

HUMAN-CENTRED APPROACH

Your people are at the heart of our consultative process. Every project begins by defining how best to support your staff. Catering to a diverse range of personalities, needs and desires.

WELLBEING FOCUS

We help you to show you care by ensuring that supporting the health and wellbeing of your people is a key consideration from the outset. Never an afterthought.

SHARED PURPOSE

Together, we will create a brand experience that influences desired behaviours, drives engagement and unites your people in the pursuit of a shared vision.

A workplace that is a true manifestation of your ***brand values*** and ***culture***

MINDFUL OBSERVATION

Our data-driven approach to space planning begins with a detailed analysis of the way your people interact with the space and its services, natural light and internal and local amenities.

CONSIDERED SPACES

We collaborate with you to develop a layout that supports your processes, makes the best possible use of natural resources and enables you to achieve maximum space efficiency.

TRUSTED SOURCES

Working with our extensive network of trusted suppliers we will develop your scheme using only materials, furniture and systems that meet our own strict sustainability and wellbeing requirements.

Delivering high levels of ***productivity, creativity*** and ***engagement***

SHARED PURPOSE

Together, we will create a brand experience that influences desired behaviours, drives engagement and unites your people in the pursuit of a shared vision.

SUSTAINABLE CHOICES

As well as helping you to select materials and systems that are good for the planet, together we will ensure that the decisions you make now will create a sustainable future for your business.

SEAMLESS DELIVERY

Our project management experts meticulously plan your phased installation to deliver a turn-key solution that combines the imagination of an architectural practice with the speed of Design & Build.



Matt started the first half of his career in consultancy for HOK International, a multi-national architectural practice, working on various projects throughout the workplace, hospitality and retail sector.

After 5 years in consultancy, Matt has spent the past 7 years working in Design and Build. Matt strives to create a consultancy led process within a design and build format that focuses on user experience and concepts. Matt will be your point of contact on all design matters throughout the project and will be backed by a supporting team. Recent clients include; Boulton Wade Tennant, St. James's Place Wealth Management, Berkeley Research Group, Antin Infrastructure, Petroineos, Macintyre Hudson, Statkraft, Dreamworks, L'Occitane, AlphaSights, Ingenious and BetVictor.



DANIELE BOTTOS HEAD OF DESIGN - REGIONS



Daniele is Head of Design in our Guildford Studio. Understanding clients is always at the base of his creative process while his commercial awareness ensures that projects are delivered on time and to budget.

In the past 15 years he has secured and delivered numerous innovative design solutions in an extremely diverse clients portfolio, ranging from financial sector to technology, media and retail. After graduating in architecture in Venice, Daniele moved to London where he has developed an excellent in-depth knowledge of every stage of the project lifecycle, from concept generation, to pitch and execution, as well as client management.



Amadeus



Worldwide Technology



Jetro



Houzz



Michael began his journey in design within exhibition, retail and museum design sectors in Edinburgh. He is passionate about designing and delivering projects that capture conceptual and future thinking within the workplace, whilst always ensuring a high quality of design and encapsulating the latest and most sustainable finishes possible.

He then moved to London to join the multi-award winning architectural practice Spacelab, where he led small to large scale projects, specialising primarily in workplace design. Involved from initial concept to completion, he has completed notable award winning projects for a number of retail and advertising companies including Boden and Iris Worldwide. After 6 years in the traditional design sector, Michael moved into the D&B sector, transferring his knowledge of consultancy, allowing him to continually push the boundaries of workplace design.





Kat has over 20 years experience delivering sucessful projects within the Design and Build sector.

She is passionate about creating environments where people can thrive, fundamentally believing in the integrity of the design so it will have a positive impact on the morale and overall efficiency of a business. Previous clients include, Monster Energy, Amadeus, Gulfstream, Byren & Partners, ONEX Partners, Denham Capital and Hilton Baird.



Interiors Group



Monster Energy



1 Roundwood Avenue



Innovation

ROWAN MONTAGUE-SMITH ASSOCIATE DESIGNER

ABOUT TDA



Rowan benefits from over 24 years’ experience of working in the commercial interior design and fit out industry having graduated with a degree in Furniture and Product Design from Kingston University.

He began his career working for the leading furniture manufacturer Steelcase, where his path led him into office design. Rowan has since worked for several top office interior design and build firms and has been designing exceptional workplace transformations at TDA for 9 years. Past clients include 19 Entertainment, 3M, Lego, National Trust, BIC, Mitie, Philips, Zoggs, YT Industries, Prostate Cancer UK, Top Table and Anheuser-Busch Budweiser.



YT Industries



Circle Properties



Marlow International



National Trust



Silvia has 7 years experience producing CAD drawings, 3D modelling and visualisation in her design role at TDA. Her passion for architecture and design enables her to constantly create attractive but functional spaces for our clients.

She moved to London in 2014 after obtaining a Bachelor’s Degree in Architectural Technology from her home country of Spain. Silvia worked in an Architect’s Studio for 1 year on residential projects before moving into a technical background in the commercial and work-space fit-out sector. Silvia joined TDA in 2017.





Having graduated with a degree in Furniture Design, Emily gained 4 years industry experience at a leading London furniture consultancy. During this time, she held Sales, Client Services and Consultant roles, delivering a mix of workplace and residential furniture schemes for clients including Buxmead, Fender and Bumble.

Now, in her role as Furniture Consultant at TDA, Emily works closely with clients to develop furniture schemes to fit any style and budget. She is involved from the very earliest stages of our projects and is always on hand to guide clients through the design process, accompanying them on showroom tours and events, and helping them to build relationships with the top suppliers in the industry.

Emily loves to collaborate with clients to gain a detailed understanding of their needs and what a successful project looks like for them, both in terms of the final result and the overall project experience. Her approach to every project is highly organised and always honest, so her clients can rest assured that they are in capable hands.



Coulter Partners



Antin Infrastructure Phase 2



Lion Field Holdings



Launch



Grace studied Photography at Leeds Arts University where she specialised in curation, creating gallery spaces and designing photography sets. She began working in the workplace fit out industry in an administrative role but quickly discovered an interest in the world of furniture. She moved into a Furniture Sales Support position at her previous company and joined TDA as our Furniture Consultant in 2022.

In this varied role Grace manages large scale projects, liaises with suppliers and guides clients as they choose products and finishes. Grace is a firm believer in maintaining open lines of communications with clients and feels this has been key to successfully navigating the challenges we have faced in recent years due to the pandemic and material shortages.

As well as being a keen photographer, outside of work Grace is creating an upcoming exhibition where she will be showcasing a chair that she and a friend have designed and manufactured.



Bolt Burdon Kemp



Nautical Law



SHI



Resource IT

RICHARD NIEMEYER SENIOR TECHNICAL DESIGNER

ABOUT TDA



Richard has been passionate about learning and seeking out opportunities to obtain skills that will benefited his carrier progression.

With a career spanning 20 years’ experience in the construction industry with 11 years in traditional and 9 years in design and build. He has acquired, throughout these years, a superior understanding of what our commercial clients want to achieve as a final product. Due to this he is perfectly placed within our team to deliver high end fit out’s on time and to budget.



Launch



PJT Partners



Bolt Burdon Kemp



BRG



Daniela is a Part 3 ARB Registered Architect with a Masters Degree in Architecture from the University of Naples. She has over 10 years’ experience in Italy and the UK within the commercial Design and Build, residential and retail sectors.

Managing the production and management of drafts, tender and construction drawing packages and schedules (AutoCAD, Revit and SketchUp) at each project stage, from conception to completion. Daniela also holds weekly construction meetings on site and works alongside designers, project managers and site managers to ensure quality and efficiency.



Product Madness



X+Why



Nomios



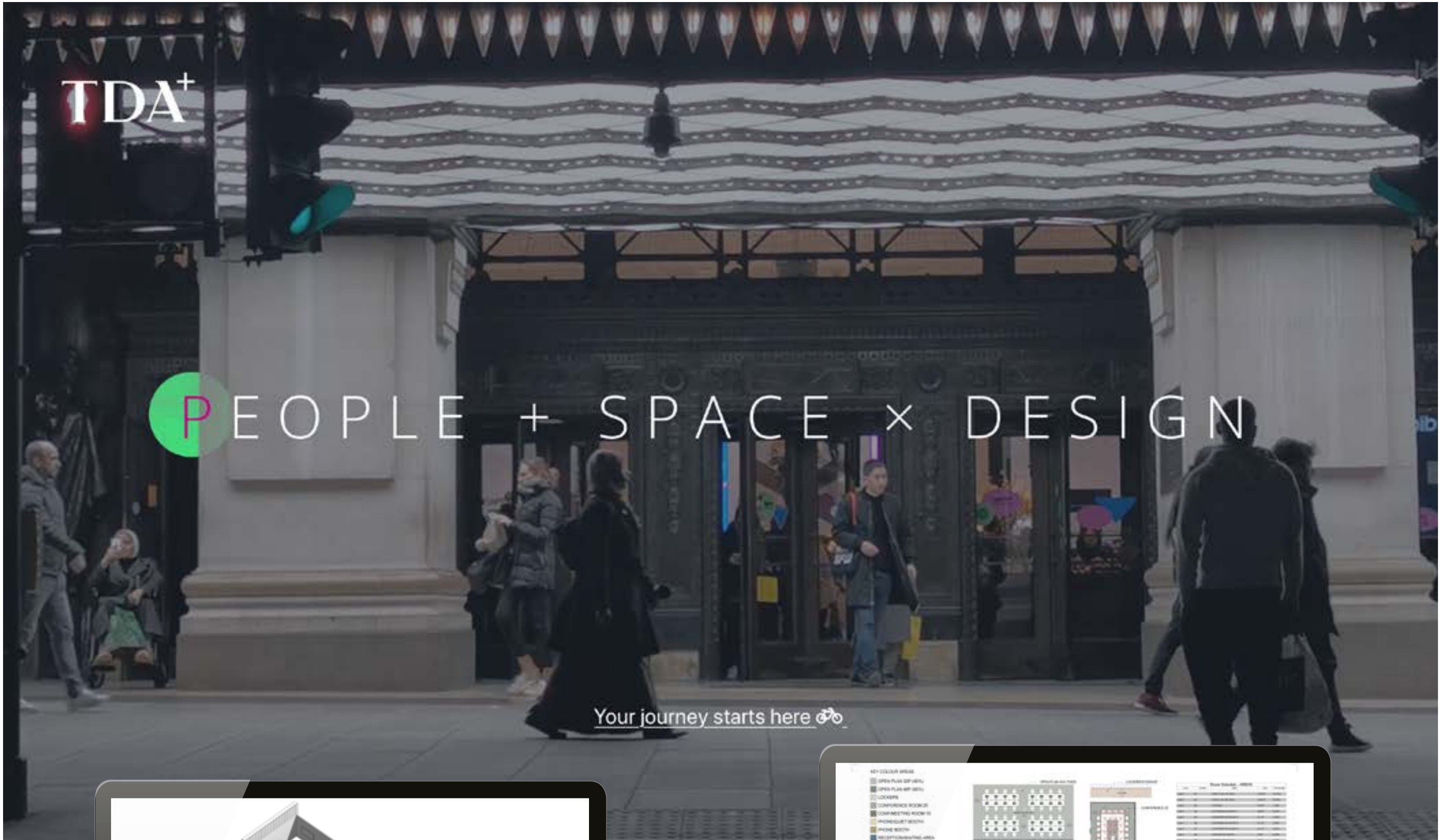
Twitch



Josh is a Part 3 Qualified and ARB registered architect with 5 years’ experience delivering new build, refurbishment and fit out projects for a number of award-winning architectural practices. He believes the key to working well with clients is forming a strong collaborative relationship early on in the process.

Josh enjoys helping clients to develop a robust brief and shape their requirements into a truly unique concept through creative workshops and open design discussions. Based in our Guildford studio, Josh will be working closely with Technical Designer Daniela Perrelli to manage drafts, tenders, construction drawing packages and schedules, as well as holding regular construction meetings and working alongside project teams to bring our designs to life with the utmost attention to detail and quality. As well as having a pragmatic approach to workplace design and a passion for natural, high-quality materials, Josh is also committed to promoting green engineering options to improve the sustainability credentials of every fit out project he delivers.

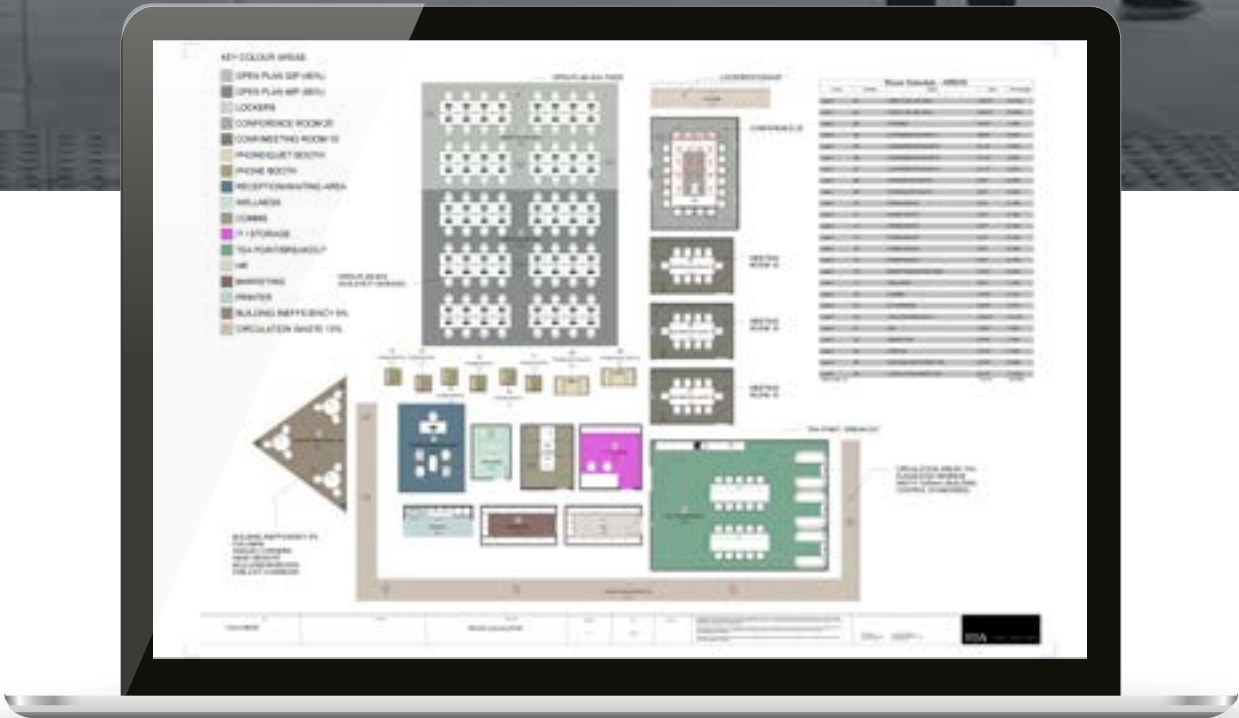
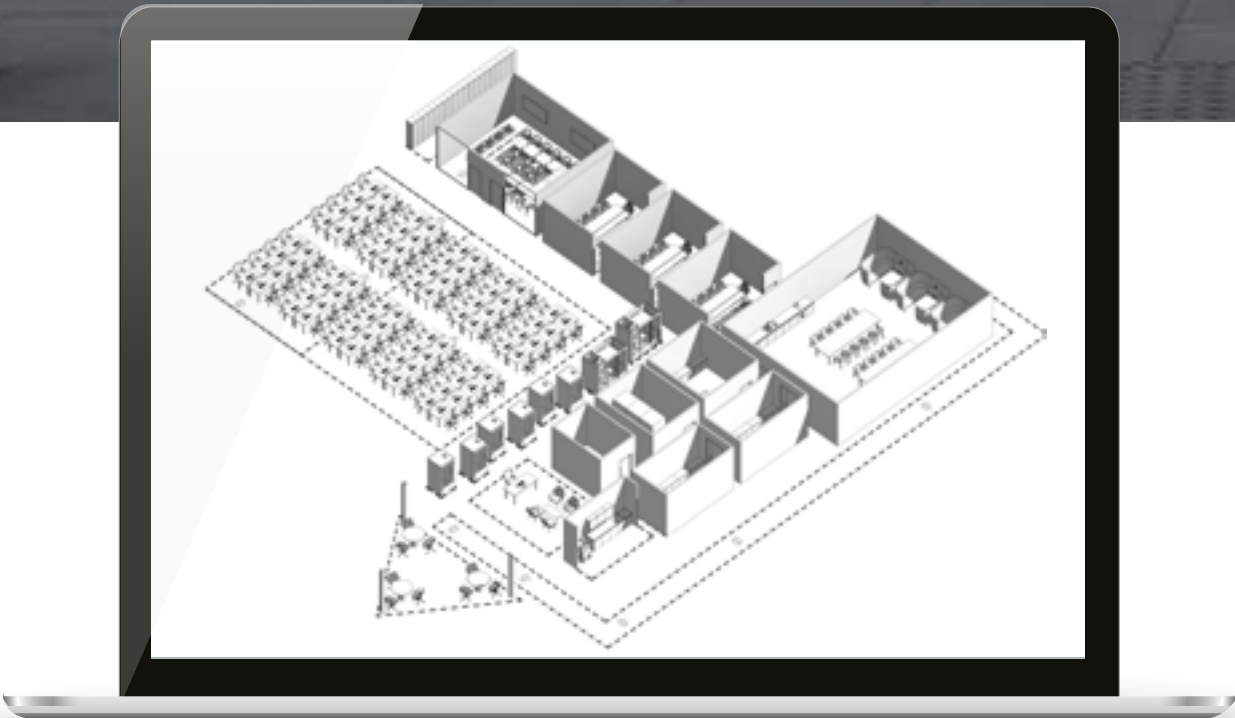




***Our Client Hub provides multiple modes of interaction.** This enables seamless unstructured interactions within structured business processes for getting business done, in digital time.*

Your OneStop Client Interaction Hub

Our portal is your gateway to a collection of digital files, services, and information, enabling your project to thrive beyond the traditional constraints of design and build companies.





Space

The second phase of the app analyses our clients intended space using the following tools:

SPACE CALCULATOR

Using Revit we create a basic space plan to help clients not only understand how much space they need, but also visually demonstrate how this space could potentially look.

SPACE PLANS

Final space plans based off the bubble diagrams.

SUN STUDY

We analyse how the sun will interact with the interior to best utilize natural light within the space.

BUBBLE DIAGRAMS

We create a number of bubble diagram options to quickly analyse flow and adjacencies to clients. This helps clients to understand how the space could flow and allows the final plan to better utilise the space.

SERVICES

Between our Pre-Construction Team and our Designers, we analyse fire escapes, risers and MEP locations to best utilize the space . This allows us to help you save money on what you can't see, to maximise your investment on the quality of the interior.

People

The first stage of the app is intended for our clients to understand how we work and what we represent and for TDA to understand our client core values and what they want from their new home.

This stage of the process combines the data collection of Workplace Consultancy with a workshop that is intended to understand what type of experience clients want from their space, how they want to represent their brand and what type of look and feel they want from the space. This allows our team to fully understand the clients brief and create a concept that frames the company's core values within the space.

Design

This is the final stage of the design process which incorporate the findings from Workplace Consultancy, brand analysis, experience analysis and space analysis to create a design that focuses on client needs and investment return.

DELIVERY

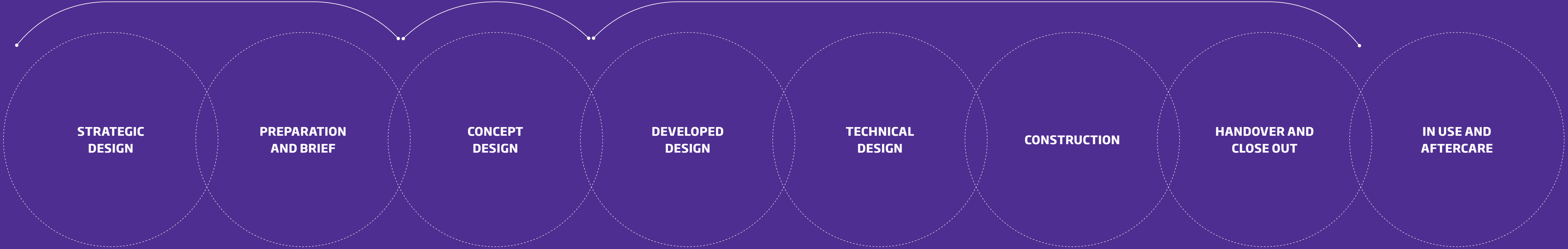
OUR PROCESS

DELIVERY

People

Space

Design



- Identify project objectives
- Examine site information
- Evaluate building
- Interview department heads
- Space standards and office allocations
- Conduct feasibility studies
- Determine client’s risk profile
- Assemble project team
- Prepare Initial project brief

- Outline proposals for architectural, structural design and engineering services systems
- Outline specifications
- Plan environmental, energy, ecology, access or other project strategies
- Review procurement strategy
- Prepare construction strategy
- Assess impact of design on landlord scheme
- Present tenant scheme to landlord
- Comment on base build system
- Take detailed IT brief
- Confirm BIM usage
- Present to staff

- Prepare coordinated and updated proposals
- Write specification
- Prepare cost plan
- Implement change control procedures
- Conduct sustainability assessment
- Assess health and safety aspects
- Take action determined by procurement strategy
- Monitor programme and timescale
- Obtain local authority approval
- Obtain landlord approval
- Review construction strategy

- Prepare all architectural and structural information
- Compile mechanical and electrical services information
- Create working drawings
- Review sub-contractor drawings
- Coordinate furniture
- Produce regular reports
- Finalise specifications
- Client/lead designer’s review and sign-off of all information
- Take action determined by procurement strategy
- Prepare health and safety information
- Prepare and submit building regulations submission
- Review construction strategy

- Drive quality
- Adhere to programme
- Administer building contract
- Resolve design queries
- Manage all sub-contractors on site
- CDM (Construction Design Management)
- Liaise with building control
- Produce O&M manuals
- Testing and commissioning
- Produce weekly management reports

- Conclude building contract
- Implement post occupancy evaluation
- Arrange handover
- Manage physical move
- Arrange staff training/soft landing strategy
- Provide ongoing, post-contract support
- Maintain help desk

ADVANTAGES OF REVIT

DELIVERY



Revit is a design tool that expedites many processes in the development and detail design phases.



Your Resource



Your Analytic



Your Tool

The full building model is built by our in-house design team, enabling snapshots of each individual space to be taken, which then makes it easy to apply different finishes and/or show options and details.

This tool makes a 2D space plan and its development far more effective, thus resulting in a more accurate construction drawing pack, with all of the buildings structure in mind but with no surprises. This then progresses in to the technical detail phase where the revit model creates the construction pack, finishes schedules, door schedules and joinery details in a fraction of the time. Any floor can be built in Revit and adjusted simply and quickly whilst running you through your plan. Revit highlights the sizes of each room, the circulation and relationship the partitions and glass have with the structure of the building.

OUR FURNITURE OFFERING

SUSTAINABLE SOURCING WITH TDA | DESIGN, QUOTE AND PURCHASE IN ONE PLACE | FURNITURE FOR EVERY PROJECT

We work with you to create a bespoke package tailored to support your business objectives and the needs of your staff.

DELIVERY



MOVE MANAGEMENT



SPECIFICATION



LABOUR LOGISTICS



CONSULTANCY



SUSTAINABILITY



AUDITS



AFTERCARE



PROCUREMENT



CONSOLIDATED DELIVERY



SHOWROOM TOURS



ONE POINT OF CONTACT



COMPETITIVE PRICING



SAMPLES



INSTALLATION

SUSTAINABILITY AND ESG

Sustainability and ESG targets are changing the landscape of the construction and property industry. With the operation of buildings accounting for some 30% of emissions in the UK, a number of initiatives are being embraced and implemented to reshape the landlord market.

INITIATIVES

The UK Green Building Council (UKGBC) Net Zero Carbon Campaign.

UK Government’s upcoming legislature to strengthen and enforce Minimum Energy Efficiency Standards (MEES) for all rented commercial properties achieve a minimum of a B EPC rating by 2030.

COMMITMENT

ESG must be at the forefront when addressing existing assets and their future offerings as well as a key consideration in any new acquisitions and fundamental in the development of any new assets by Landlords.

SOLUTION

There now exists a ‘Flight to Quality’ in the stock of commercial office space.

Now more than ever, end users as well as landlords are targeting and offering sustainably lead buildings and tenant space with amenities linked to Wellbeing and Environmental benefits.

TDA are here to assist with the necessary due diligence of assets, to provide design lead solutions to target ESG initiatives and delivery methods to reach those sustainability goals.



98%

TDA are committed to ensure more than 98% of all waste and materials are recovered from site.

DELIVERY

We work with our supply chain on the implementation of a site waste management plan for all materials leaving the site.

WASTE MANAGEMENT PROCESS

Project Stage	Action		Compliance
Policy and Setup	1	Carry out site survey	Pre-Construction
Preparation and concept design	2	Record Waste Prevention Actions	
Detailed design	3	Forecast Waste	
		Record Waste Reduction Actions	
Pre-Construction	4	Specify Waste Carriers	
		Plan Waste Destinations	
		Record Waste Management and Recovery Actions	
Construction	5	Enter Actual Waste Movements	Construction
Post completion and use	6	KPIs	Post-Completion
		Reporting	
		Sign Declaration	

RESPONSIBLE DESIGN AS STANDARD

DELIVERY

We are determined to minimise the environmental impact of every workplace we design, and to benefit the health and happiness of the people that work in them.

With our holistic approach, we'll help you to:

- Make the most of your fresh air, provide adequate thermal comfort to your staff and minimise carbon emissions for the duration of the project lifecycle
- Provide universal access to good water, sanitation and hygiene
- Maximise the natural light in the building and allow for lighting strategies that cater to the specific needs and preferences of users
- Ensure you provide the right level of acoustic comfort in all areas of your new office
- Choose materials that minimise the environmental impact of your fit out
- Introduce areas and practices that boost your employees' mental and physical wellbeing
- Create an inclusive environment that fosters a sense of community



WANT TO TAKE IT A STEP FURTHER?

DELIVERY

If you have a specific Sustainability or Wellbeing goal in mind or want to complete any of the following assessments, we are happy to guide you through the process.

BREEAM®

BREEAM assessment evaluates the procurement, design, construction and operation of a development against a range of targets based on various performance benchmarks.



SKA rating is an environmental assessment method, benchmark and standard for non-domestic fit outs. Launched in 2009, it is led and owned by the Royal Institution of Chartered Surveyors (RICS).



Fitwel is a certification system for optimising buildings to support human health. It was developed by the Center for Disease Control and Prevention (CDC) alongside the General Services Administration (GSA).



Based on scientific, medical and architectural research, the WELL Building Standard is an international assessment method that encourages healthy eating choices and active lifestyles, while promoting the use of natural light and a high standard of air quality.

AirRated

AirRated uses air quality sensors to monitor five key parameters for indoor air quality. Sensors are in place for a three-week monitoring period to determine an AirScore.



ADVANCED
CERTIFICATION

CERTIFICATE OF REGISTRATION

THIS IS TO CERTIFY THAT THE MANAGEMENT SYSTEMS OF

TDA Interiors South Ltd

Andrews House , College Road, Guildford , Surrey, GU1 4QB

HAVE BEEN ASSESSED AND REGISTERED BY
ADVANCED CERTIFICATION LIMITED AGAINST THE PROVISIONS OF

ISO 14001:2015

FOR THE SCOPE OF

Provision of design, architectural and interior fit-out and refurbishment services

This registration is subject to the company continuing to maintain effective management systems to control the above that shall be monitored by Advanced Certification Limited

AUTHORISED BY



JAMES GIBB, DIRECTOR
Advanced Certification Ltd
Kestrel Court, Harbour Road
Portishead, Bristol, BS20 7AN, UK

CERTIFICATE NUMBER 03191
ORIGINAL REGISTRATION DATE 18/12/2020
RE-ISSUE DATE 07/09/2022
RE-AUDIT DUE DATE 12/11/2023
CERTIFICATE EXPIRY DATE 17/12/2023



THIS CERTIFICATE ONLY REMAINS VALID AS LONG AS THE ABOVE NAMED COMPANY COMPLIES WITH THE ADVANCED CERTIFICATION TERMS AND CONDITIONS
This Certificate remains the property of Advanced Certification Limited and must be returned upon reasonable request



UK
GBC
Together for a better built environment

Certificate of Membership

This Certifies that the following organisation is
a member of the UK Green Building Council

TDA Interiors Central Ltd

Membership No. 10302

Membership effective 01 October 2022 to 30 September 2023



Julie Hirigoyen
Chief Executive

Member since 2008

UK Green Building Council
The Building Centre
26 Store Street
London WC1E 7BT
T 020 7580 0623
E info@ukgbc.org
W ukgbc.org

Company registered in England and Wales No. 1029239
Registered Charity No. 1135153



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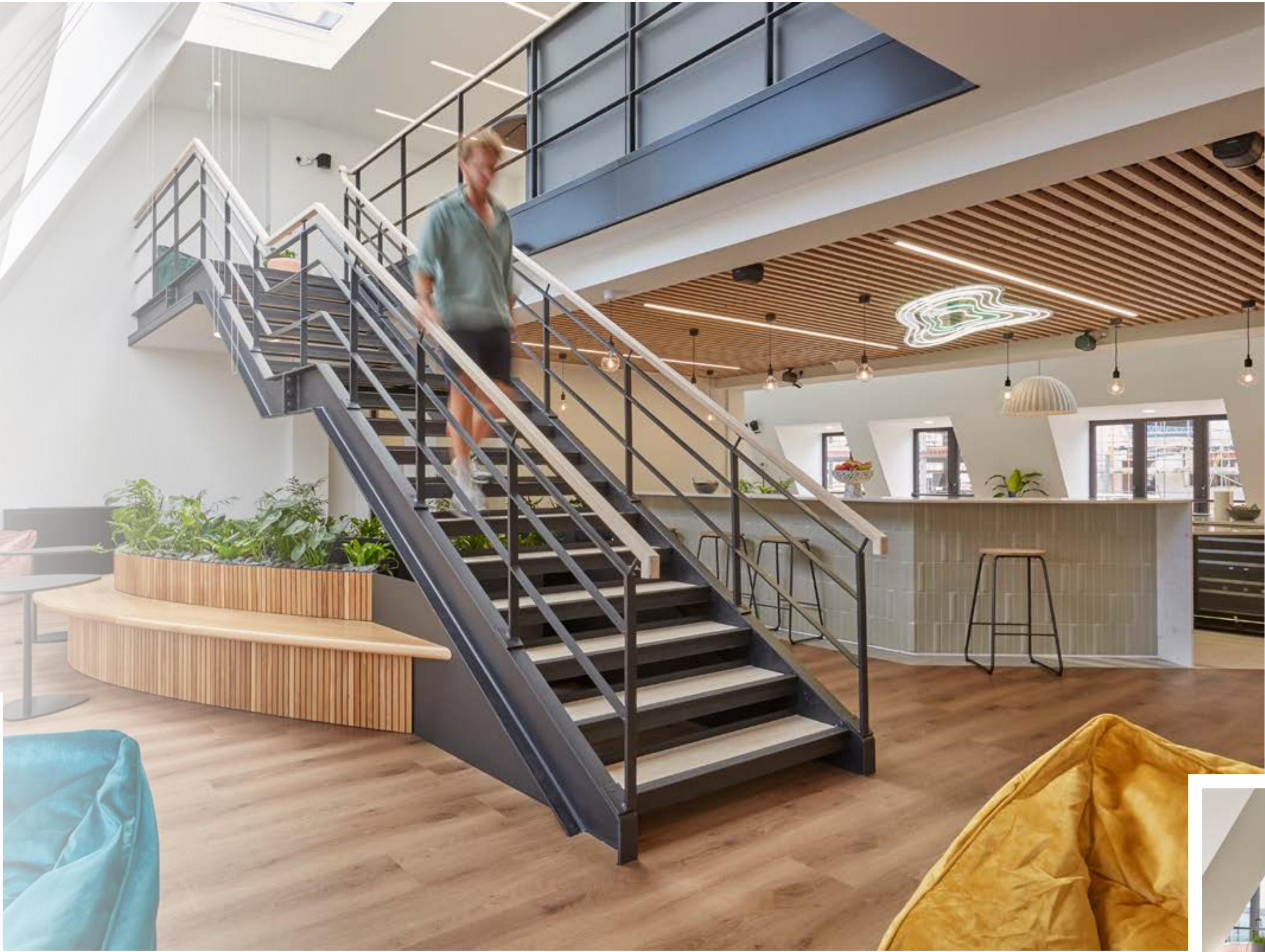
Company registered in England and Wales No. 1029239
Registered Charity No. 1135153

Case Studies

Raising the bar for workplace wellbeing in the legal sector



Scan code for full case study



LEGAL

BARBICAN

12,500 SQ FT

CAT B

This symbol of unique identity is represented by the use of line and shapes throughout the space.

For example, we worked closely with Renaissance Graphics to create bespoke manifestations for internal and external glazing with an organic design that mimics the lines of a thumbprint. These are also represented by the bespoke neon lighting design created by Neon Pop.

Biophilic design elements also feature heavily. As well as including lush green planting and making the best use of the fantastic natural light available, we mimicked the feeling of walking through a natural environment with our furniture placement, which encourages staff to weave organically through the space.



WELLNESS, AGILE WORKING, FLEXIBILITY, FREEDOM, SUSTAINABILITY, BIOPHILIC DESIGN

A fresh start for a leading maritime and commercial legal firm.



Scan code for full case study



LEGAL

LONDON

4,230 SQ FT

CAT B

Nautica Law LLP is a specialist maritime and commercial legal firm. They appointed TDA to design and deliver a new workplace for them at a crucial moment in their company's journey.

Formerly known as Winter Scott LLP, the client had chosen to restructure, reinvent and grow their business in the wake of the pandemic. As well as a major rebrand, a move into a bright new space that would appeal to new talent was key to the transformation.



REBRAND, REINVENTION, NEUTRAL DESIGN, OFFICE RELOCATION, OFFICE WITH A VIEW

Bringing the outdoors in at this vibrant CAT A+ space in the iconic Stockley Park



Scan code for full case study



PROPERTY

STOCKLEY PARK

4,000 SQ FT

CAT A+

Our concept for the space was influenced by Stockley Park's Commitment to sustainability and wellbeing. Careful consideration of both resulted in biophilic design elements throughout the space.

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BIOPHILIC DESIGN, NATURAL LIGHT, GREENERY, PLUG-AND-PLAY, FLEXIBLE SPACES, BUSINESS PARK



*Evolving spaces at this
global media agency's
Central London HQ*



Scan code for full case study



MEDIA

ALDWYCH

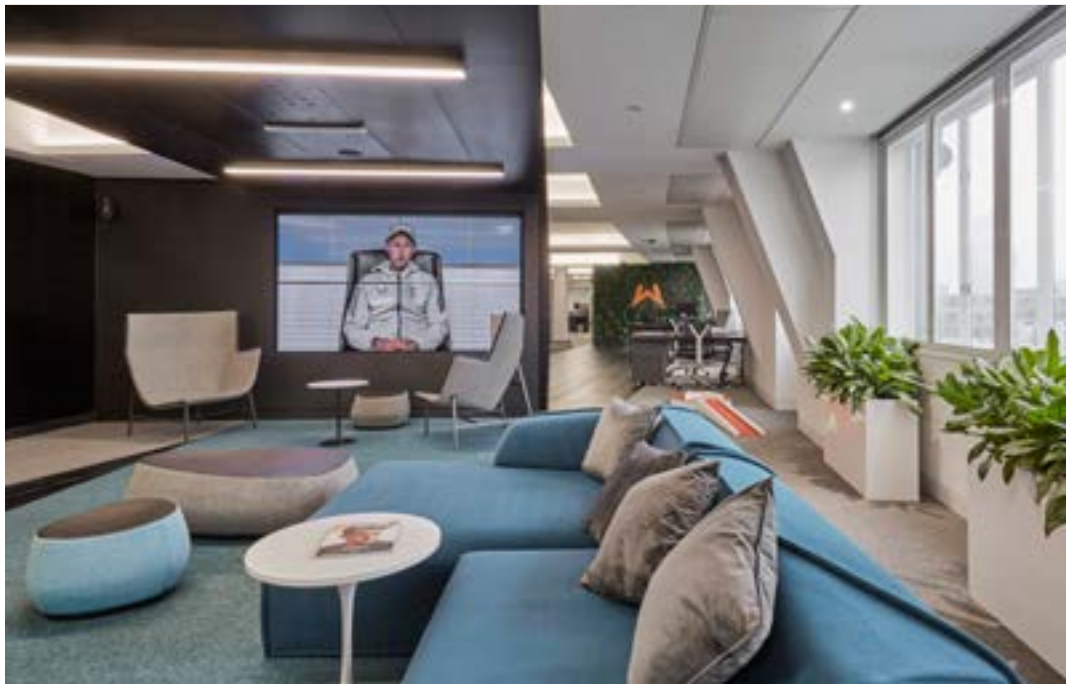
13,000 SQ FT

CAT B

Wasserman is a global media agency that serves some of the world's best-known athletes, artists, brands and properties.

They are a multidisciplinary team of advisors, creators, developers and influencers who are united by a strong brand culture.

Wasserman's willing investment in a work from home culture meant they were able to reduce their real estate costs by giving up one of the two floors they had been occupying at 81 Aldwych, London WC2B.



WELLBEING, WORKPLACE CULTURE, BRAND IDENTITY, AGILE WORKING, ACOUSTICS

Sensational views and curved lines deliver serious wow-factor in this landmark Chiswick location



Scan code for full case study



MANUFACTURING

CHISWICK

5,500 SQ FT

CAT B

We are delighted to have had the opportunity to design and deliver the new Cynosure Experience Centre on the top floor of the iconic Chiswick Tower.

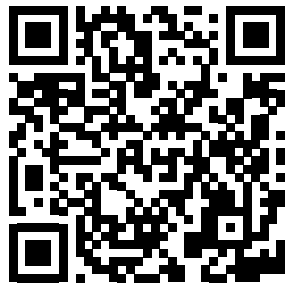
As global leaders in the development, manufacture and marketing of medical-grade aesthetic treatment systems, Cynosure were in need of a new state-of-the-art facility that would demonstrate its commitment to innovation and collaboration in its field.



EXPERIENCE CENTRE, COLLABORATION, RESEARCH HUB, DEMONSTRATION ROOMS, TRAINING FACILITIES



*Optimised layouts
and nods to Japanese
architecture in the City of
London*



Scan code for full case study



INTERNATIONAL TRADE

CHEAPSIDE

5,000 SQ FT

CAT B

Jetro is a Japanese, government-related organisation that promotes trade and investment between Japan and the rest of the world.

They appointed TDA to design and build a new London workspace to support them as they help small to medium-sized businesses from Japan enter the UK market, and vice versa.



ENGAWA, JAPANESE ARCHITECTURE, CONCEPTUAL THINKING, SPACE ANALYSIS, BIOPHILIC DESIGN

Due Diligence



To Whom It May Concern

28th Oct. 2022

Dear Sirs

TDA Interiors Central Ltd

This letter is to confirm that we act as Insurance Brokers for the above named client and we are pleased to confirm the insurances which are in force.

Employers and Public Liability Insurance – AN057611 – Zurich (plus Excess Layer Public Liability Insurance with XL Catlin under policy DOABN/XOL/7105327) - Expiry date 30th April 2023

The indemnity limits are £10million for Employers Liability which includes the Indemnity to Principals clause. This policy also includes Public and Products Liability with an indemnity limit of £10million in total any one claim (and any one period in respect of Products) which includes our Insured's legal liability for any acts of negligence by sub-contractors working on behalf of our client but subject to the policy conditions.

Contract Works All Risks Insurance – CN057612 – Zurich - Expiry date 30th April 2023

This policy has a maximum contract value limit of £5million.

Professional Indemnity Policy – A84885/1022 – Markel (UK) Limited – Expiry date 3rd October 2023

The indemnity limit is £5 million any one claim with costs included.

Excess Professional Indemnity pol. – PC-76029822O1 – DUAL Group – Expiry date 3rd October 2023

The limit of indemnity is £5 million over the primary £5 million any one claim with costs included. Claims are subject to an excess of £nil and a retroactive date of 13th December 2021.

The above Policies cover the Insured's activities as 'Design Consultants and Contractors' and the information provided is based on cover at the time of writing this letter. Alterations may be made during the period of cover and any expiry date represents the normal renewal date of the Policy. In some circumstances cancellation could occur before this date and we shall of course be pleased to confirm the current position at any particular time upon request.

Yours faithfully

Richard A. Abbott

Richard Abbott, CertCII
Account Director
Insurance Services (Surrey) Ltd
Tel: 01483 532921
richard@insurancesurrey.co.uk
www.insurancesurrey.co.uk



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Yours faithfully

Richard A. Abbott

Richard Abbott, CertCII
Account Director
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www.insurancesurrey.co.uk

TDA

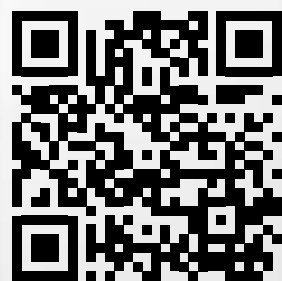
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