

Mrs J King  
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5 March 2018

Dear Mrs King

### **Annual Ditch Maintenance 2018 / 2019**

Thank you for allowing us again to submit a quotation for annual ditch clearance (consisting of cutting and removing growth from ditch sides) for Newton Flotman Parish Council on the playing field.

Due to a rise in inflation rates we have had to add a small percent rise on to last year's contract. So your annual sum will be £182.00 + VAT for the following year. This will be invoiced to you once the work has been completed.

I hope that this submission meets with your approval and should you need to discuss this further please do not hesitate to contact me. If you can confirm by letter or e-mail it would be greatly appreciated.

Yours sincerely

**Nigel Frost**  
**Grounds Maintenance Charge Hand**  
**Environmental Services**

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