

Roade Parish Council

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Parish Clerk:
Alison Reynolds

22nd December 2020

Dear

Thank you for your interest in the mowing tender for Roade Parish Council.

Please find enclosed the quote document, a map of the village showing areas to be mown and a return addressed envelope marked 'Mowing tenders'.

Please read through the documents carefully and complete the enclosed form. A council representative will be available during the beginning of January to meet with you and show you the areas to be mown and answer any questions that you may have. Please let me know as soon as possible if you would like to arrange this?

It is especially important that you use the enclosed envelope to return the tender to us as we have an extremely strict procedure to follow. Any quotes that are received after 5PM on Friday 5th February 2021 will NOT be considered.

I look forward to receiving your quote.

Yours Sincerely

Alison Reynolds
Parish Clerk & RFO
Roade Parish Council

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