

From: [Jose Hales](#)
To: [Abi Williams](#)
Cc: [Jeannie Seers](#); [Jonathan Berks](#)
Subject: MCHMG - Requested quotes for replacement seating attached
Date: 17 December 2025 15:39:53
Attachments: [Sales Quotation-00001089 Strictly Tables & Chairs.pdf](#)
[QT_Strata and Tub Chairs \(76\) \(1\) Atlantis office.pdf](#)
[Office reality Quote.pdf](#)

Dear Abi,

Following a recent meeting with you, Graham and members of the Hub management group, we discussed the safety issue that exists with the current Hub café chairs that have now exceeded their life expectancy by some considerable time and as a result are now prone to developing cracks and breaks. A large number of chairs have had to be taken out of service now and it is acknowledged that it will be essential to replace them asap.

The chairs are part of the Hub's 'fundamental fixtures and fittings' and as such, would routinely be the responsibility of the Parish Council to fund their replacement. You confirmed that there were unspent Hub maintenance funds that should more than cover the replacement of the chairs subject to formal Parish Council approval.

We have researched and identified robust chairs which meet the needs of the café and obtained three quotes for your consideration please. We have identified a need for 70 stackable café chairs which each quote provides for and as also previously discussed, six tub chairs, in answer to customer feedback to provide some soft seating.

We favour the quote from **Strictly Tables & Chairs** as this also has the advantage of being local, they can provide all items requested and we have already purchased 'tester' chairs from them.

We understand that this will be put before council at the January Parish Council meeting. Please do let us know if you need any more information or have any questions.

Kind Regards

Jose Hales
Melbourn Hub
M: 07703 262649

Strictly Tables&Chairs

Quotation

This is not a VAT Invoice

Call us on 01462 455 938

Email us at sales@stac.co.uk

www.strictlytablesandchairs.co.uk

Invoice To:

Melbourn Hub
30 High Street
Melbourn
Royston
SG8 6DZ

Deliver To:

Melbourn Hub
30 High Street
Melbourn
Royston
SG8 6DZ

Qte No: SQ-00001089 **Date:** 18/11/2025 **PO No:**

Acc Ref: MELBOURN

Code	Description	Unit Price	QTY	NET Amt
STRATA	Strata Polypropylene Chair	57.95	70	4,056.50
Anthracite: 30				
Light Grey: 30				
Red: 10				
TUB-RE	Tub Chair - Faux Leather Red	170.00	2	340.00
TUB-BL	Tub Chair - Faux Leather Black	170.00	4	680.00

- Goods remain the property of Strictly Tables and Chairs Ltd until payment is received in full.

- Risk in the goods pass to buyer at the time of delivery.

- Delivery is based on presenting goods only.

- Delivery will be a kerb-side, palletised delivery.

- Please ensure adequate labour is available to off load goods.

- Claims for damage cannot be accepted unless signed for on the delivery note.

- Manufactured or upholstered to order goods can only be returned if they are faulty.

Total Net £ 5,076.50

Carriage Net £ 69.00

Total VAT £ 1,029.10

Order Total £ 6,174.60

BACS: Santander UK Pie, Business Banking Centre, 301 St Vincent Street, Glasgow, G2 5NT: Account 43259474: Sort Code 09-06-66

Card: To process contact accounts department on 01462 455938. All credit card charges are passed on at 2%, no charge for debit card.

Cheque: Payable to Strictly Tables and Chairs Ltd and posted to office address quoting the invoice number on the back of cheque.

FOR OUR TERMS AND CONDITIONS PLEASE VISIT OUR WEBSITE www.strictlytablesandchairs.co.uk

Strictly Tables and Chairs Ltd Registered address: Sandy Lane, Chicksands, Shefford, Bedfordshire, SG17 5QB

Tel: 01462 455 938 Email: sales@stac.co.uk Registered in England & Wales no.: 6470265 V.A.T reg no.: 430 3420 49



**Atlantis
Office**

Atlantis Office

Commerce Park, Commerce Way
Colchester
Essex
United Kingdom CO2 8HL

Invoice

Valid Till: 30 Jan, 2026
Invoice Ref : MEH001

BILL TO:
Melbourn Hub

Melbourn
Cambridge

SHIP TO:
Melbourn Hub

Melbourn
Cambridge

Contact Name: Jose Hales

Contact Number: [REDACTED]

Contact Email: [REDACTED]

S.No.	Product Details	Qty	List Price	Total
1	Strata 30 Stone Chair - Anthracite	30	£ 63.95	£ 1,918.50
2	Strata 30 Stone Chair - Red	10	£ 63.95	£ 639.50
3	London Single Seater Reception Tub Chair	6	£ 170.00	£ 1,020.00
4	STRATA CHAIR - GREY	30	£ 63.95	£ 1,918.50

Sub Total £ 5,496.50

Tax £ 1,099.30

Adjustment £ 0.00

Grand Total £ 6,595.80

BANK DETAILS

ATLANTIS OFFICE LIMITED
ACCOUNT: 31477811
SORT CODE: 40-43-37

Company No: 07396459
VAT No: GB 101 602 677

Terms and Conditions

By paying you are agreeing to your T&Cs, which can be found at: <https://www.atlantisoffice.co.uk/Terms>

Commercial Furniture Suppliers Design and Fit Out Contractors

 Tel: 01823 663880 Email: info@officereality.co.uk

Office Reality Ltd Unit 4A Westpark 26 Wellington Somerset TA21 4AD

Quotation

 Monday, December 08,
2025

 To: **Melbourn Hub – Chairs**

Product Image	Product Description	Quantity	Unit Price	Line Total
	Strata Thermoplastic heavy-duty chair Anthracite	30	£59	£1,770
	Strata Thermoplastic heavy-duty chair Light Grey	30	£59	£1,770
	Strata Thermoplastic heavy-duty chair Red	10	£59	£590
	Winchester Faux Leather Tub Chairs Black	4	£160	£640
	Winchester Faux Leather Tub Chairs Red	3	£160	£480
	Total (EXC VAT):			£5,250
	Delivery			0
	Total (EXC VAT):			£5,250

		VAT:	£1,050
		Total (INC VAT):	£6,300

This quotation is subject the following terms and conditions of sale; these terms and conditions take precedence over any terms and conditions contained in any Customer purchase order or other business forms, unless agreed in writing by a director or other authorised representative of ORL.

Terms & Conditions of Sale

1. GENERAL

Office Reality Ltd ("ORL") does business with its Customers under the terms and conditions set forth. ORL hereby rejects any terms and conditions contained in any Customer purchase order or other business forms, unless agreed in writing by a director or other authorised representative of ORL.

The "Customer" shall be any person, company or organisation purchasing goods from ORL.

"Goods" means the goods (including any installation of goods or any parts of them) which ORL is to supply in accordance with these conditions. Any reference in these terms and conditions to singular includes plural.

2. PRICES & QUOTATIONS

All prices are stated exclusive of VAT which will be added at the appropriate rate at the time of despatch. ORL will make all reasonable endeavours to ensure that goods are available at these prices. ORL shall have the right to reduce, or increase prices to the buyer at any time without prior notice, except with respect to orders which have been accepted prior to such price modification.

Although every effort is made to ensure the prices stated on the website are correct, should an error on price occur and an order is placed, you will be informed and given the option of continuing with the order at the correct price or cancelling the order.

All quotations are valid for a period of 30 days unless otherwise agreed in writing.

Pro forma invoices are valid for 30 days also.

3. AVAILABILITY & STOCK

All items offered on the website are subject to availability. If the goods are not available after your order has been placed, we will notify you as soon as possible.

4. PAYMENT & SETTLEMENT TERMS

Unless otherwise agreed with ORL, payment is required in full with each individual order. This can be made with credit or debit cards or alternatively a pro-forma invoice can be supplied on request to enable the Customer to make payment direct to the ORL bank account or by cheque. Upon receiving payment by card, we may perform a fraud check on the card used. Based on these results, we may ask for further information so that we can process your order.

Customers wishing to open credit facilities with ORL may do so by completing the ORL Credit application form which again will be provided on request.

ORL reserves the right to decline any application for credit facilities without any reason.

Credit accounts are subject to settlement by the customer within 30 days of invoice date except where otherwise agreed in writing by ORL.

If the customer fails to make payment by the due date then all sums owed to ORL by the Customer on account or otherwise, shall immediately become due and payable in full and ORL shall be entitled to:

- a. Cancel the contract or suspend any further deliveries to the Customer
- b. Appropriate any payment made by the Customer to such goods as ORL may deem fit
- c. Charge the Customer interest on the amount unpaid at the rate permitted under applicable law

5. RETENTION OF TITLE

The goods remain the property of ORL until full payment has been received. Until full payment has been received ORL may at any time recover the goods, and may enter the Customer's premises for this purpose. The risk passes to the Customer on delivery of the goods regardless of whether ORL has received full payment. The Customer shall be liable for insuring the goods at the full invoice value until ORL has received full payment.

6. CARRIAGE & DELIVERY

Most deliveries will be free of charge to mainland UK addresses. If at checkout you find your postcode is not applicable for this, delivery charges to other areas are available upon application. ORL reserves the right to impose further delivery charges if delivery is not able to be made on the first attempt due to incorrect information being supplied by the buyer.

Delivery times quoted are done so in good faith but shall be non-binding. ORL will not be liable for any losses incurred by the Customer, or any other persons, as a result of a delay in any part of the delivery. Deliveries shall be made between business hours of Monday – Friday 8.30am – 6.00pm. Lead times are given as a guide for delivery. ORL cannot be held responsible for any change in the lead time due to manufacturing or stock issues.

Deliveries will be made to the goods inward department or kerbside where sufficient offloading facilities aren't available. Assistance must be provided by the Customer. Failure to provide adequate assistance may result in the delivery having to be aborted and additional charges imposed. If further assistance or installation is required this must be made clear at the point of purchase. Deliveries must be checked and accounted for prior to signing the delivery note. Any damages or shortages must be noted on the delivery note and reported to ORL within 24 hours. Failure to do so may result in a claim being rejected. All items are delivered flat packed for self-assembly unless otherwise stated or agreed prior to purchase in writing. ORL must be notified of any potential restrictions on delivery as failure to do so may result in charges being passed on to the customer.

If goods are to be installed then the area must be clear, accessible and free from other trades or workers. ORL reserves the right to pass on charges it incurs due to delays incurred by the Customer. ORL will not remove any old furniture unless this is agreed prior to purchase.

7. GUARANTEES, WARRANTIES AND LIMITATION OF LIABILITY

ORL does not supply goods with the benefit of any term, warranty or condition as to the suitability of the goods for any purpose except as provided by law. ORL will assign to the buyer all rights conferred on it by any of its suppliers. ORL shall have the option to repair or replace (or at its sole discretion, refund to the Customer the price of the goods without any further liability) parts agreed by it as being defective if the goods are returned to ORL within 1 year.

Goods subjected to fair wear and tear, misuse, tampering, defective maintenance, alteration or modification are excluded from this guarantee. Goods covered are subject to single shift working only. In no case shall the liability of ORL exceed that of the actual manufacturer of the goods.

All descriptions, weights and dimensions given by ORL are given in good faith however, no responsibility is taken by ORL for their accuracy.

ORL accepts no liability for variations in colour, finish, materials and any other aspect of appearance that may occur from time to time. The images shown on site are for reference only- samples of each finish are available upon request.

ORL does not accept liability for failure to comply with any standards or regulations required by law in respect of goods supplied by ORL or for indirect or consequential loss or damage arising from such goods.

8. ORDERS

Any order accepted by ORL shall be subject to these terms and conditions.

ORL trading policy is to supply account customers against official Customer orders. The proper control and authorisation of official orders is deemed to be the responsibility of the customer. ORL cannot accept liability for either the incorrect use or abuse of Customer official orders.

ORL reserves the right at any time and without explanation to:

- a. Refuse to accept an order
- b. Cancel an order
- c. Suspend deliveries against an order whether or not an account is in arrears
- d. Refuse cancellation of an order
- e. Cancel unexecuted instalments of an order

No variation of an order will be recognised unless otherwise agreed by ORL in writing

Customers are responsible for checking the accuracy of all order acknowledgments. ORL will acknowledge all customer orders in writing, no claims for discrepancies between the goods and quantities ordered and those supplied will be accepted where goods supplied are in keeping with those acknowledged.

9. CANCELLATIONS & RETURNS

Any cancellations must be made in writing to customerservices@officereality.co.uk and must include an order number for reference. Failure to include this could mean a delay in finding your order and thus result in charges if the items are despatched or processed.

Goods will be accepted back for credit, only with the express permission of ORL. Goods may only be returned if they are unused, unassembled, in their original packaging and in a re-saleable condition. The buyer shall, unless otherwise stated, be responsible for the cost of the return carriage, to an address designated by ORL, for all goods returned which shall be at the risk of the Customer until actual receipt of the goods to a point designated by ORL. ORL reserves the right to charge a minimum handling fee of 20% of the value of the goods to cover the restocking fee. This will be deducted from any refund given. Refunds will be processed within 30 days of receipt of goods providing these conditions are met.

Made to order items can only be cancelled within 24 hours of order. If you need to cancel your made to order item, please contact ORL as soon as possible, a cancellation fee will be charged if cancellation is accepted. Refused deliveries of made to order goods are not eligible for credit. Our usual refund policy does not apply to made to order items.

The above conditions do not affect your statutory rights when goods are faulty or not as described.

10. COPYRIGHT

The copyright and all other intellectual property rights in all lists, websites, descriptions, articles, drawings and other information produced by ORL shall remain the property of ORL at all times.

11. LAW

These conditions are subject to and shall be construed in accordance with English law, and the parties submit to the jurisdiction of the English court.