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22nd April 2026

Dear Graham,

I would like to thank you for giving our company the opportunity to tender for the roof overhaul required at the above address. Please find enclosed our specification and price as requested.

Our recommendations are as follows

Front and side roof overhaul (from the left hand parapet wall to the front gable end) using the existing tiles

1. Erect access scaffolding to the front, side and rear including the flat roof.
2. Lay smartply sheets to protect the flat roof surface.
3. Lift the existing flashings clear to gain access.
4. Carefully remove the ridge and verge tiles and set aside for reuse.
5. Remove the existing tiles and set aside for re-use.
6. Carefully remove the existing felt and battens and dispose of.
7. On the right hand side chimney stack and parapet wall cut through the masonry 150mm above the pitch line to create a 10mm wide by 30mm deep chase.
8. Remove the existing valley liners and dispose of.
9. Install up to 60m of treated softwood to replace any damaged rafters.
10. Remove and replace any damaged valley boards with treated softwood of the appropriate dimensions.
11. Install new welted code 4 lead valley liners in bays of no more than 1500mm.
12. Install a DPM eaves protection system dressing up the roof by 400mm and down into the guttering.
13. Re-felt and batten the whole of the main roof excluding the rear extension and dormer roof using a Proctor Don and Lowe waterproof breather membrane and 25mm x 50mm tanalised battens. Don and Lowe roofshield



is the best waterproof breather membrane on the market by far. It allows moisture to pass from the loft space out but not back in ruling out the need for further venting.

14. Relay the existing tiles removing and replacing any broken to match the existing as closely as is possible.
15. Dress the existing lead soakers and flashings back into position on the left hand side party wall and middle chimney stack.
16. Install new code 4 lead soakers and flashings to the front and rear gable end wall.
17. Install new code 4 lead flashings to the right hand chimney stack.
18. Install new fibrous cement under cloaking to the gable ends to form verge.
19. Point the verge and ridge tiles on a waterproofed lime mortar to a smooth trowel finish.
20. Clear all debris from roof and guttering.
21. Strike scaffolding and remove from site.
22. Clear site and leave tidy.

Total cost including labour and materials £64,560 plus VAT @ 20%

The roof overhaul specification above would be guaranteed for ten years from Coverall Roofing.

We are Fair Trades approved and have passed a strict screening procedure, if you wish to find out any further information regarding our company Freephone 08707344344 for confirmation of us being a reputable company.

Important Information Regarding Your Roofing Project

When we commence work, we always aim to do so on a day with a favourable weather forecast. However, due to the unpredictability of UK weather, this can be challenging at certain times of the year. Despite this, we always strive to ensure any sections of roof are left in a weatherproof condition by the end of each working day.

Please be aware that weather forecasts are not always accurate. This can occasionally affect the time we spend on-site, delay the start of new projects, or extend the duration of ongoing ones.

Scheduling & Delays

All start dates provided are approximate. We are often booked well in advance and several factors can affect our schedule, including:

- Unfavourable or inaccurate weather forecasts
- Additional work requested by customers while scaffolding is in place
- Requests or requirements from local authority building control officers
- Emergency work for elderly or vulnerable customers
- Staff illness or holidays
- Other unforeseen circumstances

We do our utmost to keep all customers informed of any changes and appreciate your patience and understanding.

Communication with Neighbours

If your property is attached to others, we recommend informing your neighbours about the upcoming work as a courtesy.

While Work is Being Carried Out

If you have any queries during the project, please contact Lydia in our office.

During the roof overhaul, some debris (such as pieces of felt, batten, dust, and dirt) may fall into the loft space. If you store items in your loft, we recommend either covering them with dust sheets or removing them before work begins.

Take care when opening your loft hatch for the first time during or after the work, as debris may have settled on top and could fall when opened. We take every effort to minimise this, but our main priority is ensuring the roof is weatherproof.

Please note that, due to the age and construction of the roof and the attached ceilings, we cannot accept responsibility for any cracks or damage that may occur during the course of the roofing works.

Building Regulations – Part L Compliance

Roof overhauls affecting more than 25% of the roof area now fall under Building Regulations Part L. It is the landlord or homeowner's responsibility to contact their local authority building control department to arrange an inspection.

We suggest making contact at around one week before the work commences, so the local authority can schedule an inspection shortly after we begin. There is a fee for this inspection, charged directly by the local authority.

This quotation is based on the above specification. As the property is a Grade II listed building, the works will be subject to approval and any requirements set by the local council and conservation officers. Should amendments to the specification be required to meet listed building or council standards, this may affect the scope of works and overall cost. Any such changes will be discussed and agreed and a revised quotation will be provided where necessary.

If required, we are happy to provide a separate quotation for providing and installing the installation. Due to the variety of stored items and floorboarding in loft spaces, insulation work may be more complex and often depends on the preferences of the building inspector.

Booking & Availability

We do not apply pressure on potential customers to proceed. However, if you wish to accept our quotation, please let us know at your earliest convenience so we can reserve a place in our schedule.

While we aim to provide an approximate start date, please understand this is subject to change based on weather conditions, customer variations, emergency work, and other circumstances outlined above.

We do not chase up quotations and leave it to our potential clients to decide. Should you need further information about materials, payments, or any other details, please don't hesitate to contact us. We will be pleased to assist in any way we can.

Yours sincerely,

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