

PURCHASE ORDER

Arlington

Arlington Business Parks GP Ltd
 Ground Floor 1230 Parkview
 Arlington Business Park
 Theale, Reading
 Berks, RG7 4SA

Order Date: 24/05/2018
 Order No: ABPP DV 2018 1193
 Board Approval Reference: 134/102/11/75

To:
 Cotswold Archaeology
 Stanley House
 Walworth Road
 Andover
 Hants
 SP1 5LH


Invoice to:
Arlington Business Parks GP Ltd
 Ground Floor 1230 Parkview
 Arlington Business Park
 Theale, Reading
 Berks, RG7 4SA
 finance@arlington.com

Property
 Hatfield 5000 (Air Business)

Park
 Hatfield

Description of product/services	Order value: (Excl vat)
Contractors- Archaeological Fees in relation to the preparation of the post excavation report and achive deposition for Plot 5000 Air Business as per quotation dated 21st May 2018:	£
	£ -
Additional comments: 0	
Delivery/commencement date:	Total Order value: (Excl VAT) £

On behalf of: **Arlington Business Parks GP Ltd**

Raised by:	Authorised by:
Name (Print) John Staker	Name (Print) James Raven
Title	Title aging Director
Signature	Signature 

John Staker
Goodman
2 Waterside Drive
Arlington Business Park
Theale
Reading
RG7 4SW

Our Ref: DJS/669043/01

21 May 2018

By email only:

FAO: John Staker

Dear John

**PLOT 5000 HATFIELD BUSINESS PARK, HATFIELD, HERTFORDSHIRE
ONLINE EXCAVATION REPORT AND SUMMARY PUBLICATION**

Further to your ongoing email correspondence with my colleague Ian Barnes, please find enclosed our quote for post-excavation reporting and deposition of the archive for the above site. As per our agreement with Alison Tinniswood of Hertfordshire County Council the publication will comprise an excavation report to be made available online on the Cotswold Archaeology website and a summary publication report to be submitted to a suitable academic journal.

The excavation report will present an account of the excavation results and will place them in their regional and national archaeological contexts. In addition to the composition of the report text, the preparation of the report will involve the production of specialist analysis reports on the artefacts, the palaeoenvironmental data retrieved from the soil samples and the human remains, including radiocarbon dating. Appropriate illustrations will also need to be prepared. Research on comparative sites and the archaeological background of the area will also need to be carried out. The summary publication will comprise a 3-4 page summary of the excavation report, including illustrations, for publication in *Hertfordshire Archaeology and History*. In addition, we are required to catalogue and archive all of the material from the site, including the photographs and paperwork. Subject to agreement from the legal landowner (through the Transfer of Title), this archive will be deposited with a suitable local museum or other archive repository.

A breakdown of costs for the excavation report, summary publication and archiving, and a proposed invoicing schedule, are provided in this letter. Unfortunately due to HCC's requirement for a full excavation report and summary publication these costs are above the of fieldwork costs estimate included in our original fee letter (Ref. SS/170336/rev3), which were based on the assumption that a publication report would not be required.



Our timescales for delivery are as follows:

- Online Excavation Report report draft: 6 months from approval of these costs
- Summary publication draft: 3 months from completion of the typescript report

I hope that this information is useful and sets out the post-excavation processes involved. Please do not hesitate to contact me if you have any comments, or if you require clarification on any points. Unless we hear otherwise we will commence invoicing in July 2018.

Yours sincerely

Dr Daniel Stansbie
Post Excavation Manager

dd:01908564037

e:Daniel.Stansbie@cotswoldarchaeology.co.uk

PLOT 5000 HATFIELD BUSINESS PARK, HATFIELD, HERTFORDSHIRE
POST EXCAVATION REPORTING COSTS AND TIMESCALES

EXCAVATION AND SUMMARY PUBLICATION REPORT COSTS

1. **Publication report:** to include analysis of the finds, environmental and other data from the site; research, composition and editing of the report text and illustrations; production and editing of specialist reports, and preparation of the summary publication.
2. **Deposition of the Site Archive:** To include deposition of the site archive with a suitable local museum or other archive repository.

Proposed invoicing schedule:

31/7/2018

30/09/2018

30/11/2018

28/02/2019

Terms and Conditions

1. All sums quoted are exclusive of VAT, which will be charged at the standard rate.
2. The account is due within 30 days of the date of the invoice.
3. We have the right to charge interest at a rate of 8% per annum, calculated on a daily basis for late payments.
4. You must notify us within 14 days from date of invoice if you have any queries
5. If payment is not received in accordance with these terms and conditions and third party action is required, there will be an administration charge for the recovery of the debt.
6. We reserve the right to obtain credit searches and may request you to provide further information (e.g. bank details/supplier references) to assist with this at any time.
7. We reserve the right to amend our credit terms and invoice payment period at any time.

COTSWOLD ARCHAEOLOGY