

**To** To Clare - Leigh Town Clerk  
**From** Emma Perry, The Mosaic Studio  
**Re** Mosaics for Leigh Library Gardens

**Reference:** FOLLG02  
**Date** 6th December 2024

## This quote includes:

- ❖ Prices are subject to **VAT @ 20%** with payment due on receipt of invoice.
- ❖ **This quote is valid for 30 days.**

## Option 1:

To produce one large mosaic measuring 3020 mm x 3070 mm. Creating a total area of 9.28 square metres. Installed externally to the pre existing concrete area situated in Leigh Library Gardens. The slab will first need to be fitted with a damp proof membrane and an anti fracture fiberglass mat. The design that this quote is based on has several drawn elements from the community, we have also included leaves of the Ginkgo tree, field maple and Fig that can be found in the Leigh Library Gardens.

- We have already provided a full colour design (This may need to be revised to include sponsor logos/names TBC)
- Template - to prepare a reverse, full scale paper template
- Hand manufacture of the mosaic in our studio + a workshop at the community centre (one afternoon session for children/parents during the february half term and an early evening for adults only - Same day)
- Installation - 2 professional installers including adhesive, grout and additives.

## Our Workshops:

All ages are able to take part as we work with nursery age pupils (they do whole squares round the perimeter/easy to reach areas so they can also be involved with parental guidance) Our workshops are fully engaging for everyone involved - run by renowned mosaicist Paul Siggins - master of his craft as featured on Bill Baileys Master Crafters series 3. We have been taking our workshops into schools and community groups for over 20 years, working with our professional mosaicists, we teach attendees how to cut and stick the tesserae exploring the ancient methods of mosaic that have been used for thousands of years. The entire process is very clean, we stick the pieces using washable and watered down pva glue, these are stuck to the full scale brown paper template. The template is worked on, on top of tables that we can provide or we can cover any tables in the work space with polythene. Once we are finished we sweep the area and give it a hoover and the area is back to how we found it.

**Full project total : £8,000 + vat | £9,600 inc vat**

**We appreciate that the funds will be coming from different sources, so once this has been settled the below figures can be adjusted accordingly to reflect this. If we can be advised the amount that the council will be paying, I will raise the invoice and finance forms to reflect this for you.**

## Payment Terms

As we complete all design work, prepare the full-scale template and purchase all project materials, our terms are payment on receipt of invoice as follows:

**Stage 1 Deposit.** 40% project cost – To start the project, purchase all materials - **£3,840 inc vat**

**Stage 2 .** 40% project cost – Mosaic complete to paper - **£3,840 inc vat**

**Stage 3 Installation.** 20% balance – Pre installation - **£1,920 inc vat**

We provide a Payment Terms form for completion by your Finance Officer which details our terms and highlights payment dates to help align with your procedures. **Prices are subject to VAT at 20%.**