

## MEMO

FROM : Alan Solley

TO: R G Gregson Constructions Pty Ltd

Dear Greg

Thank you for your help with recent work on Epping Road.

Enclosed is payment for materials and all hours charged by Ben, including the time spent chasing materials.

Your quick response to the concerns I expressed at the outset of the job has left me comfortable in the knowledge that you will always endeavour to provide me the best possible value for money.

I should stress that I greatly value our business relationship and look forward to a long and mutually beneficial future.

*Best Regards,*

*Alan*