

6/1/5/3

THE *Grimley* PARTNERSHIP

Television Programme Producers. Videos for use in Education, Training and Public Information

The Old Manse of Towie
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Telephone (01758) 2644
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Mr H Cadenhead
Senior Bailie
The Balies of Bennachie
Inverurie

Monday 2nd October 1989

Dear Mr Cadenhead

Video on Bennachie

Thank you for your letter of 27th September 1989. We are delighted that your Council has awarded The Grimley Partnership the commission to produce a video on Bennachie. We will make every effort to ensure its success.

James MacKay did telephone the news to us and, at the time, mentioned the unveiling ceremony on the 14th October. We will be there to cover the event.

I note that there will be a meeting on the 26th October to consider the possible content of the video. Shortly after that we will submit to you a formal quotation based on the number of shooting and editing days required to successfully complete the video. It will be based on the preliminary figures given to Mr Mackay and Mr Algy Watson prior to your meeting on the 25th September 1989, ie in the region of £5,500 - £6,000 (excluding any payments for music copyright, fees to a narrator or presenter and VAT).

Normally we ask for payment in thirds as follows: one third upon agreement to proceed, one third upon completion of shooting, the final third upon completion of the 'master edit' from which the copies will be made.

Given that shooting will commence on the 14th October may I request the first payment calculated as follows: one third of £5,750 plus 15% value added tax = £1,916.67 + £287.50 = £2,203.50. Any variation between these figures and figures subsequently detailed in the formal quotation can be adjusted in due course.

Finally if you would like one of us to attend the meeting on the 26th October please let me know.

We look forward to working with yourself and the Bailies Council.

Yours sincerely

Alan Grimley (Partner)

VAT No: 415 8125 65

*Mr Grimley will attend
G. Ingram has attended
to payment.*