

*Received*

TEL. N<sup>o</sup> 1 HOLBORN 5287.  
MARLOW 16.

G. BERKELEY WILLS, A.R.I.B.A.  
ARCHITECT.

February 9<sup>th</sup> 1903.  
7, Stone Buildings,  
Lincoln's Inn, W.C.  
High Street, and also at  
Marlow, Bucks.

Dear Mr. de Looze -

I thank you for your letter of yesterday's date with cheque,  
paid in. I enclose my account receipted with many thanks.

Architect's fees for new work to the value of £2000 and over  
are 6% on the cost. This rate of percentage however is not  
recommended for alterations to existing buildings or for shell contracts  
and in these cases a higher percentage is chargeable. I enclose the  
scale of fees authorized by the R.I.B.A. which you will see is stated  
in clauses 1-9.

It is agreed to be taking up and relying of the work here - I get  
Messrs. Skelton Edwards of Swan Street, Boro full instructions for this  
last work about which you are their representative here.

Will you please let me know by return of your letter whether  
I should do so at once.

I hope to call on you with the contract for premises at 4.30  
on Wednesday next -

Yours faithfully  
G. Berkeley Wills.