



Units A2  
Northfleet Industrial Estate  
Lower Road  
Northfleet, Kent  
DA11 9SN

T : + 44 (0) 845 505 0666  
F : + 44 (0) 845 505 0667  
E : info@shellen.co.uk  
W : www.shellen.co.uk

A Division of Shellen Construction Ltd. Reg No. 3168 886. Registered in England.  
Reg. Office: College House, 17 King Edwards Road, Ruislip, Middlesex HA4 7AE. VAT No. 770 2803 41.

**To the Resident  
Leathermarket JMB**

**Date: 25/11/2016  
Our Ref: APQ 3054**

Dear Resident,

**RE: New Front Entrance Doors**

We write to introduce our company, Shellen Security Ltd. As some of you may be aware Leathermarket JMB have recently awarded us the 'Replacement Front Entrance Doors Framework Contract' for the renewal of Front Entrance doors to improve fire safety security.

Shellen Security Ltd are a family run business, based in Northfleet Kent and have been manufacturing and installing security and fire rated doors and screens to occupied properties for over 20 years.

Our doors have been fully tested and are certified under the BM TRADA 'Q' mark accreditation scheme for Security and Fire. This means that whatever standard we are asked to achieve by Leathermarket JMB your new door set will be fully compliant and certified by a recognised independent authority.

Over the coming weeks and months you may see some of our operatives undertaking initial surveys to establish exact requirements with Leathermarket JMB.

The management team responsible for this contract will be:

Contract Manager  
Surveyor  
Resident Support

Richard Paynter  
Levi Sutton  
Ellie Pitt

richard.paynter@shellen.co.uk  
levi.sutton@shellen.co.uk  
ellie.pitt@shellen.co.uk

Our head office number is: **0845 5050666**

Leathermarket JMB also have a resident liaison officer based at their offices 26 Leathermarket Street, London SE1 3HN:

RLO  
Office Number

Simon Pearce  
0207 450 8025

[Simon.Pearce@LeathermarketJMB.org.uk](mailto:Simon.Pearce@LeathermarketJMB.org.uk)

All our operatives carry identification which looks like the picture below and will obviously bear the name and photo of the holder.

Should you wish to verify the authenticity of a person carrying this ID Badge, you should call our offices only on the number above. Our operative will wait outside while you do this. Quote the ID number (in the case below SHE009-01) and the expiry date. Our telephone operator will then read you the person's name which should appear on the ID.

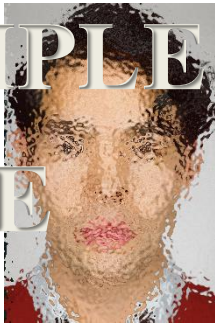




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<b>SHELLEN SECURITY I.D</b>	
Unit A2 Northfleet Industrial Estate,  Lower Road  Gravesend,  Kent,  DA11 9SN	
<b>TO AUTHENTICATE PLEASE CALL</b> 0845 505 0666	<b>A.N.OTHER</b> <b>ID: SHE009-01</b> <b>EXP: 31/12/2016</b>

We will be starting our installation programme from 05.12.16. So if you do not already have a date set aside for fitting of your new doors please feel free to contact the office to arrange one.

Shellen Security operatives will be working on site on Saturday's between 8.00 am and 6pm.

We will have an onsite office at the beginning of these works which will be located at 2 Meakin House, there will also be a site container located at the rear of No 2 Meakin House and a skip as and when required for rubbish removal.

The Doors to be fitted will be the 'Carolina' style door. All doors will be factory finished in the colour Blue, to match doorsets fitted on previous contracts.

When the door is to be fitted, you will need to allow us access to your property to enable the work to be done. We will only need access to and around the front door which will remain open while the works are being carried out.

Each installation takes between 4 hours and a full day. In any event your property will not be left unattended until the door is complete. We will not be erecting access scaffolding for these works. You will be given notification of when we require access. Our working hours will be between 0800 and 1800 Mon-Fri.

We would like to thank you for taking the time to read this letter. In the meantime if there is anything further you wish to discuss in relation to the installation please do not hesitate to call.

Yours Faithfully



Mr A Pitt  
Shellen Security  
0845 505 0666





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