
Dear

Please permit me to begin by thanking you for your continuing interest in one of your country’s finest educational institutions. Being mindful of this, we would like to apprise you of recent activities and plans for the College.

We are well aware that the Queen’s Royal College fraternity has a profound interest in restoring the College to its former stature, nationally, regionally and internationally. This coincides happily with the vision of the College and to this end, we have embarked on a project focused on restoring its infrastructure.

As you may know, the restoration of the main Building is nearing completion. We see this as a long-anticipated and signal achievement for the College. We hope to build on this success, and focus on other areas of the infrastructure that need urgent attention: the North Block, the West Block and the Science Block.

The immediate intention is to refurbish all academic blocks by re-paning, painting all window frames, and professionally cleaning external walls of all buildings so that their appearance will complement the newly restored Main Building, rather than detract from it. We have, as a result, initiated, the “Buy-a-Pane” Project, which is expected to raise all funds necessary to realise this goal.

The project allows individuals the opportunity to contribute as generously as they wish, and we invite you to view the attachment for further information. Additionally, we invite you to contact us with your questions and comments. Please note that any cheques issued as a contribution must be made payable to ‘Queen’s Royal College’ and can be mailed to Queen’s Royal College, P.O. Box 52, Port of Spain, Republic of Trinidad and Tobago.

We deeply appreciate being able to communicate our plans to you, and look forward to your response as we continue in partnership to achieve our collective goals.

Lennard Hinkson
Principal
October 27, 2008

Ms. Fawzia Rahman  
Ag. Vice Principal  
Queens Royal College  
Queens Park West  
Port of Spain

Dear Ms. Rahman,

We hereby submit our quotation in the sum of Two hundred and thirty-five thousand, seven hundred and four dollars ($235,704.00) VAT inclusive, to carry out the under-mentioned works as follows:

**Supply and Installation of Glass:**

- **Science Block – Reflective Glass ⅛” thick**
  - 1020 pcs 15 ¼ x 11
  - $92,400.00

- **West Block – Dark Grey Glass**
  - 36 pcs 38 ¾ x 18 ¼
  - 36 pcs 38 ⅞ x 32
  - $24,960.00

- **North Block – Dark Grey Glass**
  - 1340 pcs 11 x 15 ¾
  - $87,600.00

Sub Total  
V.A.T. (15%)  
TOTAL

- $204,960.00  
- $30,744.00  
- $235,704.00

Note: Prices include for removal and installation of glass.

We trust that this meets with your approval and look forward to serving you.

Sincerely,

WENDELL BENNETT  
MANAGING DIRECTOR

Bankers: RBTT (Trincity Mall)