

From: Steve Edwards [edwards@sketters.co.uk]

Sent: 29 September 2009 00:03

To: 'David Carbutt'

Cc: 'Mark.Sydenham@icr.ac.uk'; 'Jonathan.Gear@icr.ac.uk'; 'Lionel.Gunn@icr.ac.uk'

Subject: Squash Policy UPSSQUASECT / New Certificates Arrived 28.09.09

Dear David,

I just wanted to let you know that the insurance documents (Oct 2009 - 2010) arrived safely today.

Thank you very much again for making the arrangements and for sending these through.

Kind regards,

Steve Edwards

Chairman: The Ups Club Squash Section

cc Mark Sydenham (Secretary: The Ups Club Squash Section)

cc Jon Gear (Treasurer: The Ups Club Squash Section)

cc Lionel Gunn (Membership Secretary: The Ups Club Squash Section)

UPS CLUB

Squash Section

Sportsand Social Club

The Institute of Cancer Research

Royal Marsden Hospital

From: Steve Edwards [mailto:edwards@sketters.co.uk]

Sent: 22 September 2009 10:31

To: 'David Carbutt'

Cc: 'Mark.Sydenham@icr.ac.uk'; 'Jonathan.Gear@icr.ac.uk'; 'Lionel.Gunn@icr.ac.uk'

Subject: Squash Policy - Ups Club UPSSQUASECT / Renewal Docs Sent 22.09.09

Dear David,

Thanks very much for your last email.

I have posted the signed renewal docs and advice slips along with a cheque for £600.

Am just copying in the officers of the club with electronic versions for their information.

Kind regards,

Steve Edwards

Chairman: The Ups Club Squash Section

cc Mark Sydenham (Secretary: The Ups Club Squash Section)

cc Jon Gear (Treasurer: The Ups Club Squash Section)

cc Lionel Gunn (Membership Secretary: The Ups Club Squash Section)

From: David Carbutt [mailto:D.Carbutt@perkins-slade.com]

Sent: 17 September 2009 09:35

To: Steve Edwards

Subject: RE: Squash Policy - Ups Club UPSSQUASECT

Steve,

Thank you for your letter regarding the Renewal of UPS Club Squash Section.

I have checked the amounts payable and these are satisfactory other than the fact the Personal Accident Policy also has a £15 Administrative Fee which must be added bringing the Premium to £215.00, therefore the total Premium for the two policies will be £600.

Please forward the relevant payment and the remittance advice forms in due course.

With reference to the Protection Of Children and Vulnerable Adults if you wish to add Abuse Cover, we will require the completion of the attached PCVA Questionnaire. Once I have received this form I can refer it to the insurers to see if it is acceptable for the cover to be added. I have also attached some guidance notes for your information.

I have updated your contact information which all correspondence will now be sent.

If you have any questions please do not hesitate to contact me.

Kind regards,

David Carbutt
Sports Broker
Perkins Slade Ltd.
3 Broadway, Broad Street
Birmingham B15 1BQ

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