

~ **SAMPLE ACCEPTANCE LETTER TO EQUIPMENT SUPPLIER ~**  
**(CONTRACTOR)**

(Address)

(Date)

Dear (Name),

**Re: (Name of Club) Championship/Premier/Open/Limited Agility Show  
to be held on (date)**

Thank you for your agility equipment quotation. We are delighted to inform you that the (Club's name) would like to accept your quotation of £(figure) to supply:

(No.) x Sets of ring equipment - including ring ropes, stakes and ring boards

(No.) x Score tents

(No.) x (Extra equipment)

(No.) x metal stakes

(No.) x representatives on site for the duration of the show

(No.) x (Other requirements)

This quotation includes transport and delivery of all the above equipment to (venue address) on (date) at (time). Please note that the supplied agility equipment must adhere to the specifications as outlined in the Kennel Club H Regulations and must be fit for purpose.

We would also like to reserve the right to add or reduce sets of equipment including ring ropes and calling boards, as this is dependent on our number of entries. We will notify you in/by (date) of the final number of equipment sets required.

We look forward to working with you.

Yours sincerely

**(Show Secretary)**  
(Contact Details)