



24/5 3-4pm

**From:** Brian Findlay <BFindlay@aberdeencity.gov.uk>  
**Sent:** Wednesday, May 5, 2021 8:48 AM  
**To:** Jennifer Sheppard  
**Cc:** Deidre Stark; Michael Mitchell; Derek Ledingham; Neil Walker; 'SALES@ABERDEEN-BLINDS.CO.UK'  
**Subject:** RE: PO TO ABERDEEN BLINDS - JOB NO. 10676250 - CORNHILL PRIMARY SCHOOL  
**Attachments:** 269292.PDF

Hello

Po in attachment, carry out all work as described below

Regards

Brian findlay  
 Buyer – procurement  
 Operations and protective services  
 38 powis terrace  
 Aberdeen  
 Ab25 3rf  
 01224 489280

35657 ACC comm

1680 x 1350 3400

Don Cor

AS4 memo

Handwritten signature in a blue circle  
 123

**From:** Jennifer Sheppard <JeFlynn@aberdeencity.gov.uk>  
**Sent:** 04 May 2021 15:05  
**To:** Brian Findlay <BFindlay@aberdeencity.gov.uk>  
**Cc:** Deidre Stark <DStark@aberdeencity.gov.uk>; Michael Mitchell <MiMitchell@aberdeencity.gov.uk>; Derek Ledingham <DLedingham@aberdeencity.gov.uk>; Neil Walker <NeiWalker@aberdeencity.gov.uk>; 'SALES@ABERDEEN-BLINDS.CO.UK' <SALES@ABERDEEN-BLINDS.CO.UK>  
**Subject:** PO TO ABERDEEN BLINDS - JOB NO. 10676250 - CORNHILL PRIMARY SCHOOL

Hello,

Please raise a non-urgent PO to Aberdeen Blinds for job no. 10676250 at Cornhill Primary School. Work details are as follows:

Please attend to repair/replace broken roller blind  
 Location: Nurture room  
 Contact: Mike Mitchell 07834 198797 – please arrange an appointment with him at least 4 days prior to attending due to school Covid-19 policies

Any issues please let us know.

Regards,



# PURCHASE ORDER

ABERDEEN CITY COUNCIL

**OFFICIAL ORDER NUMBER: QS 269292**

Order Date: 04/05/2021

Delivery Date: 04/05/2021

Raised By: BRIAN FINDLAY

Authorised Officer: GRAHAM WILLIAMSON

**SUPPLIER:**

ABERDEEN BLIND COMPANY LIMITED  
32 ESLEMONT AVENUE  
ABERDEEN

Tel: 01224 637609

Fax: 01224 631172

AB25 2SP E-mail:

**DELIVER TO:**

DELIVER TO SITE

The Order Number must be quoted on all invoices and correspondence.

A Delivery Note must accompany each consignment of goods.

Product / Description PAGE : 1 of 1 Quantity Units Price Totals

JOB : CORNHILL PRIMARY SCHOOL  
CONTACT MIKE TO ARRANGE : 07834198797  
PROP INSPECTOR : NEIL WALKER

1067625 REPAIR ROLLER BLIND AS REQUIRED 1.00 100.00 100.00

Total Order Value (incl VAT)  
120.00

**INVOICE ADDRESS:**  
ABERDEEN CITY COUNCIL  
CREDITOR SECTION  
BUILDING SERVICES  
38 POWIS TERRACE  
ABERDEEN  
AB25 3RF

**AUTHORISED BY**  
COLIN MACIVER

**FOR ENQUIRIES CONTACT**  
BRIAN FINDLAY - 01224 489280

**NOTE:** THE COUNCIL'S FINANCIAL REGULATIONS APPLY TO THIS ORDER.

ALL INVOICES SHOULD BE SENT TO THE ADDRESS SHOWN ABOVE LEFT.

## Aberdeen Blind Company

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**From:** Brian Findlay <BFindlay@aberdeencity.gov.uk>  
**Sent:** Tuesday, May 25, 2021 10:04 AM  
**To:** Sales Aberdeen Blind Company  
**Subject:** RE: PO TO ABERDEEN BLINDS - JOB NO. 10676250 - CORNHILL PRIMARY SCHOOL

Hi steven

Quote is al good, please proceed with supply and fit

Regards

Brian findlay  
Buyer – procurement  
Operations and protective services  
38 powis terrace  
Aberdeen  
Ab25 3rf  
01224 489280

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**From:** Sales Aberdeen Blind Company <sales@aberdeen-blinds.co.uk>  
**Sent:** 24 May 2021 18:01  
**To:** Brian Findlay <BFindlay@aberdeencity.gov.uk>  
**Subject:** RE: PO TO ABERDEEN BLINDS - JOB NO. 10676250 - CORNHILL PRIMARY SCHOOL

Good Evening Brian

**Ref: Nurture Room, Cornhill Primary School - Blinds**

Further to our recent visit, please find below our quotation to supply and install the following,

1no Chain Operated Roller Blind  
Fabric – Memphis Blackout  
Colour – Dark Grey  
**Cost: £123.00 + vat**

If you have any further questions, please contact myself where I am happy to assist.

Kind Regards,

**Steven Nimmo**

m. 07740851162 t. 01224 637609  
Aberdeen Blind Company  
32 Esslemont Avenue  
Aberdeen, AB25 1SP  
e. [steven@aberdeen-blinds.co.uk](mailto:steven@aberdeen-blinds.co.uk)  
w. [www.aberdeen-blinds.co.uk](http://www.aberdeen-blinds.co.uk)