



Sales

**From:** Susan Cruickshank <Susan.Cruickshank@balmoral.co.uk>  
**Sent:** Wednesday, December 1, 2021 1:05 PM  
**To:** Sales  
**Cc:** Ian Towns  
**Subject:** On Site Requirement - Blinds  
**Attachments:** ABERDEEN BLIND CO. LTD.pdf

Good afternoon,

Please accept our Purchase Order Number C 0084547.

Balmoral Comtec Limited operates in accordance with BS EN ISO 9001:2015. As such, please forward an acknowledgment to cover the attached order within 2 working days of receipt of Purchase Order.

If you require any further information, please do not hesitate to contact us.

Kind Regards,



**Susan Cruickshank**  
Buyer

**BALMORAL GROUP**

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E [susan.cruickshank@balmoral.co.uk](mailto:susan.cruickshank@balmoral.co.uk)  
[www.balmoral-group.com](http://www.balmoral-group.com)

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# Purchase Order

## Balmoral Comtec Limited

Balmoral Park, Loirston, Aberdeen, AB12 3GY, Scotland  
Email: ComtecAP@balmoral.co.uk  
Switchboard +44 1224 859000 Fax +44 1224 859059  
VAT Registration No. GB886 7556 53  
www.balmoral-group.com



**Supplier Instruction: Please quote P.O. number on invoice & send to above address for payment**

### Creditor:

ABERDEEN BLIND CO. LTD  
32 ESSELMONT AVENUE  
ABERDEEN, GRAMPIAN  
AB25 1SP  
Great Britain

### Ship To:

Balmoral Comtec Limited  
Balmoral Park  
Loirston  
Aberdeen  
AB12 3GY  
Scotland

**Purchase Order No.** C 0084547

**Date** 01-12-2021

**Creditor ID** AB0017

**Point of Contact** Ian Towns

**Incoterms** DAP

#	Qty	Item Number	Description	Req. Date	UOFM	Unit Price	Ext. Price
1	1	600895	BLINDS FOR CORRIDOR - BLACK FOR DOWNSTAIRS, WHITE FOR UPSTAIRS	24-12-2021	Ea	£230.00	£230.00

<b>Subtotal</b>	<b>£230.00</b>
<b>VAT</b>	<b>£46.00</b>
<b>Order Total</b>	<b>£276.00</b>

### Comments and Instructions:

Balmoral Comtec Ltd Terms and Conditions for Purchase can be found on our website at the following link <https://www.balmoraloffshore.com/company/legal#docs>. We may change these Terms and Conditions for Purchase at any time by posting a new version on our website and/or by emailing them to you. Please check them carefully as they will apply to any new orders occurring after the effective date shown. Invoices not quoting PO Number will be returned. Payment terms 45 days month end of invoice. Please note goods will only be accepted with an advice note referencing our Purchase Order Number. Notwithstanding the foregoing, the terms and conditions of any valid frame agreement between Balmoral and the Supplier shall govern this Purchase Order and take precedence over these Terms and Conditions.

Sales

**From:** Ian Towns <Ian.Towns@balmoral.co.uk>  
**Sent:** Tuesday, November 16, 2021 5:17 PM  
**To:** Sales  
**Subject:** RE: Purchase Order - C 0083057

STEVEN ?

Good afternoon,

The blinds are looking good and performing well. We've decided that we want to do the two windows in the hallway outside these offices too. They are similar sizes (but not identical) to the windows done so far. Can you let me know when someone would be available to come in to measure up?



Ian Towns  
Manufacturing Engineer

**BALMORAL COMTEC**

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6498916 m 115  
BLIND  
852x954 m 115  
W1176

Balmoral Comtec is a limited company registered in Scotland. Registered number: 301819. Registered Office: Balmoral Park, Loirston, Aberdeen

**From:** Aberdeen Blind Company <Sales@aberdeen-blinds.co.uk>  
**Sent:** 09 September 2021 09:17  
**To:** Ian Towns <Ian.Towns@balmoral.co.uk>  
**Subject:** RE: Purchase Order - C 0083057

Good Morning

Perfect thank you I will pass this to Steven to get this ordered for you, as soon as they are in I will give you a call to arrange a fitting date 😊

Kind Regards  
Alysha

Aberdeen Blind Company  
32 Esslemont Avenue  
Aberdeen, AB25 1SP  
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w. [www.aberdeen-blinds.co.uk](http://www.aberdeen-blinds.co.uk)

**ABERDEEN**  
**BLIND COMPANY**  
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