

Sales

From: Deidre Stark <DStark@aberdeencity.gov.uk>
Sent: Wednesday, January 19, 2022 4:31 PM
To: Brian Findlay
Cc: Sales; Neil Walker; Michael Mitchell
Subject: JOB NO 11642971 / 1005607 - NORTHFIELD ACADEMY - ABERDEEN BLINDS

Hi all

Please could you raise a purchase order for the above contractor as follows:

Jbh Job Ref	Jbh Client Ref	Jbh Priority	Jbh Description	Jbh Received Date	Jbh Response Date	Prp Short Name
11642971	1005607	PYUR – 48 WORKING HOURS RESPONSE	FAO ABERDEEN BLINDS - General - Replace roller blind, covid unknown, contact 07801 129541 (Enquiry 831603) B 14	19/01/2022 11:20:00	21/01/2022 11:20:00	NORTHFIELD ACADEMY

Please contact **MIKE MITCHELL ON 07834 198797** to arrange access.

Thanks



Deidre Stark | Work planner

Aberdeen City Council | Non-Housing | Operatives & Protective Services |
 Operations
 Kittybrewster Depot | 38 Powis Terrace | Aberdeen | AB25 3RF

Direct Dial: 01224 489136

www.aberdeencity.gov.uk | Twitter: @AberdeenCC | Facebook.com/AberdeenCC



**Wash your
hands.**



**Use a tissue
for coughs and
sneezes.**



**Avoid touching
your face.**

www.nhsinform.scot/coronavirus

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PURCHASE ORDER

ABERDEEN CITY COUNCIL

OFFICIAL ORDER NUMBER: QS 277733

Order Date: 20/01/2022

Delivery Date: 20/01/2022

Raised By: BRIAN FINDLAY

Authorised Officer: GRAHAM WILLIAMSON

SUPPLIER:

ABERDEEN BLIND COMPANY LIMITED
32 ESSELMONT 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 : NORTHFIELD ACADEMY CONTACT MIKE FOR ACCESS 07834198797 PROPERTY INSPECTOR : NEIL WALKER					
11642971/	REPLACE ROLLER BLINDS IN B14	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

NEIL BEEDIE

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.

Sales

From: Brian Findlay <BFindlay@aberdeencity.gov.uk>
Sent: Friday, January 28, 2022 12:11 PM
To: Sales
Subject: RE: JOB NO 11642971 / 1005607 - NORTHFIELD ACADEMY - ABERDEEN BLINDS

Hi steve

Cost is fine please proceed and I will amend po upon receipt of your invoice

Regards

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

From: Sales <sales@aberdeen-blinds.co.uk>
Sent: 28 January 2022 11:36
To: Brian Findlay <BFindlay@aberdeencity.gov.uk>
Subject: RE: JOB NO 11642971 / 1005607 - NORTHFIELD ACADEMY - ABERDEEN BLINDS

Hi Brian,

Ref: Northfield Academy – Blinds

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

2no Chain Operated Roller blinds
Fabric: Blackout
Colour: Ivory
Cost: £152.25 + 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
w. www.aberdeen-blinds.co.uk