



**From:** Brian Findlay <BFindlay@aberdeencity.gov.uk>  
**Sent:** 20 September 2024 15:00  
**To:** NonHousingWorkResponse; Robert Kerr  
**Cc:** Sales; Gary Stewart  
**Subject:** RE: JOB NO 15343320 / 1055297 - TULLOS COMMUNITY SCHOOL - ABERDEEN BLINDS  
**Attachments:** 312794.PDF

Hello

See po attached for job below

Regards

Brian Findlay  
 Buyer – Procurement  
 38 Powis Terrace  
 Aberdeen  
 AB25 3RF  
 01224 489280



**From:** NonHousingWorkResponse <NonHousingWorkResponse@aberdeencity.gov.uk>  
**Sent:** 20 September 2024 14:36  
**To:** Brian Findlay <BFindlay@aberdeencity.gov.uk>; Robert Kerr <RKerr@aberdeencity.gov.uk>  
**Cc:** Sales <sales@aberdeen-blinds.co.uk>; Gary Stewart <GStewart@aberdeencity.gov.uk>  
**Subject:** JOB NO 15343320 / 1055297 - TULLOS COMMUNITY SCHOOL - ABERDEEN BLINDS

128 + 1h  
 4 T34 + 1h  
 1200 + Van

Hi

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
15343320	1055297	PYUR - 48 WORKING HOURS RESPONSE	Rpl Window Sash Cords - rooms 18 and hive room 18 two blinds got no cords for pulling up blinds and hive the blind company has put cords up to high they have to climb on the	20/09/2024 14:09:00	25/09/2024 14:09:00	TULLOS COMMUNITY SCH

Room 18

3600 A1  
 2x Cam  
 2100 Large

		window sill to close them reported by peter kirton 07970069613 there are no c19 issues on site (Enquiry 862294) rooms 18 and hive		
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On completion of jobs, all invoices to be sent to [Kittysis@aberdeencity.gov.uk](mailto:Kittysis@aberdeencity.gov.uk)

Thanks

*Deidre Stark*



Deidre Stark | Work planner

Aberdeen City Council | Non-Housing | Families and Communities | Corporate  
Landlord

Building Services | Kittybrewster Depot | 38 Powis Terrace | Aberdeen | AB25 3RF

Direct Dial: 01224 045952

[www.aberdeencity.gov.uk](http://www.aberdeencity.gov.uk) | Twitter: @AberdeenCC | Facebook.com/AberdeenCC



**ABERDEEN**  
CITY COUNCIL

# PURCHASE ORDER

**ABERDEEN CITY COUNCIL**

**OFFICIAL ORDER NUMBER: QS 312794**

Order Date: 20/09/2024

Delivery Date: 20/09/2024

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 : TULLOS COMMUNITY SCHOOL  
CONTACT : PETER 07970069613

15343320/	REPAIR BLINDS AT ROOM 18	1.00		1.00	1.00
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*Goods To Sign Report Indicates*

**Total Order Value (incl VAT)**

**1.20**

**INVOICE ADDRESS:**

ABERDEEN CITY COUNCIL  
KITTYBREWSTER CREDITORS  
BUSINESS HUB 7, 1ST FLR WEST  
MARISCHAL COLLEGE  
BROAD STREET  
ABERDEEN AB10 1AB  
kittysis@aberdeencity.gov.uk

**AUTHORISED BY**

DEREK STEPHEN

**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.