



# PURCHASE ORDER

7th

ABERDEEN  
CITY COUNCIL

ABERDEEN CITY COUNCIL

**OFFICIAL ORDER NUMBER: QS 320644**

Order Date: 29/04/2025

Delivery Date: 29/04/2025

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 : HOLY FAMILY PRIMARY  
CONTACT : DAVID 07734162342

16193733

REPAIR VERTICAL BLINDS AT P1

1.00

1.00

1.00

**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**

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.

**To:** Brian Findlay <BFindlay@aberdeencity.gov.uk>  
**Cc:** NonHousingWorkResponse; Robert Kerr  
**Subject:** Sales; Neil Walker  
**Attachments:** RE: JOB NO 16193733 / 1066426 - HOLY FAMILY RC PRIMARY - ABERDEEN BLINDS 320644.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:** 29 April 2025 08:14  
**To:** Brian Findlay <BFindlay@aberdeencity.gov.uk>; Robert Kerr <RKerr@aberdeencity.gov.uk>  
**Cc:** Sales <sales@aberdeen-blinds.co.uk>; Neil Walker <NeilWalker@aberdeencity.gov.uk>  
**Subject:** JOB NO 16193733 / 1066426 - HOLY FAMILY RC PRIMARY - ABERDEEN BLINDS

Hi

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

Job Ref	Client Ref	Priority	Short Description	Received Date	Response Date	Address
16193733	1066426	PYST	Joiner - General - strip of vertical Blinds have fallen from high ceiling classroom. needs refitted to window David Harper 07734162342 (Enquiry 869408) P1 classroom	28/04/2025 14:08:00	08/05/2025 14:08:00	HOLY FAMIL PRIMARY SC SUMMERHII ABERDEEN,

On completion of jobs, all invoices to be sent to [Kittysis@aberdeencity.gov.uk](mailto:Kittysis@aberdeencity.gov.uk)

Thanks