

G/Ahead

NEIL SWINNEY, 2 NEWCASTLE, G.W. UK PO.



34 HIGH STREET,
SPENNYMOOR,
DURHAM DL16 6DB

TEL: 01388 813267 or 0191 258 5956

sales@baileys-blinds.co.uk

www.baileys-blinds.co.uk

Customer's Name SWINNEY

Address NEW CITY COUNCIL

UNIT 2, WALKER KINGS ROAD INDUS
WINGOMBLE RD BYKER NE6 3PF Post Code NE6 3PF

Tel. home	
Tel. work	
mobile	<u>07989946768</u>
email	

DATE MEASURED/ORDERED	<u>23/11/12</u>
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2314585 349188

Measured By:	<u>DAVE</u>
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SPECIAL INSTRUCTIONS

CHILD DEVELOP ST
BOTTOM CURTAINS
& PLAIN TO NOIL

PCUST	
NET	
PRESS	
RADIO	
MAG.	
VAN	
RECC.	
SHOP	
TV	
YELL P	
OTHER	

CURTAINS	
PLEATED	
ROLLERS	
ROMANS	
SHUTTERS	
VENETIAN	
VERTICALS	<u>X11</u>
VISION	
WOODEN	

Fitted By	DATE	DAY	AM	PM

alum	anthracite	black	brown	champ-gold	chrome	silver	white	recess size	motorised	wood fix	stone fix	brackets top	brackets face

Room	Width	Drop	Slat Size	Colour	Control LH or RH	Fitting Height	Price
ADMIN (1)	2400	1130	3 1/2	GUARDIAN FLINT	L/R	2300	119.00
(2)	2400	1130			L/L		119.00
(3)	2400	1130			L/L		119.00
(4)	2415	1130			L/L		119.00
MEETING ROOM (1)	2335	1125			R/L		119.00
(2)	2410	1130			L/L		119.00
(3)	2395	1130			L/L		119.00
OFFICE	1165	1120			L/L		72.80
RECEPTION (1)	2470	1135			L/L		119.00
(2)	2470	1145			L/L		119.00
(3)	2470	1150			L/L		119.00
							£1262.80 + var.

SAFETY DEVICES SUPPLIED WITH GOODS MUST BE FITTED BY US AT THE TIME OF INSTALLATION. IF YOU REFUSE TO ALLOW A SAFETY DEVICE TO BE FITTED, THEN THE GOODS WILL NOT BE INSTALLED, AND UNDER THESE CIRCUMSTANCES YOU WILL STILL BE LIABLE TO PAY THE FULL PRICE UNDER YOUR CONTRACT. YOU ARE STILL BOUND TO ACCEPT DELIVERY OF THE GOODS AND TO PAY FOR BOTH THE FITTING AND INSTALLATION EVEN ALTHOUGH INSTALLATION HAS NOT BEEN CARRIED OUT.

I have ordered the above goods and agree to pay 50% deposit and the remaining balance on the day of fitting. If payment is not made in full at that time Baileys Blinds has the right to remove the goods until full settlement is made. Title of the goods does not pass to the customer until payment has been made in full. Declaring that there shall be no liability for normal damage occasioned by such removal.

TOTAL PRICE £ 1515.36

DEPOSIT £ TO INVOICE

BALANCE £ 1515.36

PRICE ACCEPTANCE Customer's Signature

6/9/12 G/A

CASH	CHEQUE	CARD
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ALL BLINDS TO BE PAID FOR AT TIME OF FITTING



VERTICAL BLINDS

Order Form

1 of 2

Rainbow Blinds

Rainbow Blinds & Interiors
 61 Canyon Road
 Excelsior Park
 Wisnau
 WA12 0EG
 T. 01698 331 888
 F. 01698 331 999
 sales@rainbow-blinds.com

Date	6-9-21
Retailer	BALLES
Address	Gosforth.
Date Required:	
Telephone	
Blind	
Signature	
Purchase Reference Nos	349188 (SWINNEY)
Special Instructions	

Window	BLIND SIZE					CONTROLS				OPTIONS			ORDER		
	Width (mm)	Drop (mm)	Recess or Bracket	Child Safety Installation Height (mm)	Length of Control Chain (mm)	Fabric Range	Fabric Colour	Control Guard Face or Side Fix	Draw	Operation	Headrail Colour	Top/Face Fit	Slat Size 89mm or 27mm	Wand	Weight and chain
1	2400	1130	R	2300		GUARDIAN	PINK		MS (v) <input checked="" type="checkbox"/>	MS (v) <input checked="" type="checkbox"/>	MS (v) <input checked="" type="checkbox"/>	MS (v) <input checked="" type="checkbox"/>	MS (v) <input checked="" type="checkbox"/>	MS (v) <input checked="" type="checkbox"/>	MS (v) <input checked="" type="checkbox"/>
2	2400	1130	R						MS (v) <input checked="" type="checkbox"/>	MS (v) <input checked="" type="checkbox"/>	MS (v) <input checked="" type="checkbox"/>	MS (v) <input checked="" type="checkbox"/>	MS (v) <input checked="" type="checkbox"/>	MS (v) <input checked="" type="checkbox"/>	MS (v) <input checked="" type="checkbox"/>
3	2400	1130	R						MS (v) <input checked="" type="checkbox"/>	MS (v) <input checked="" type="checkbox"/>	MS (v) <input checked="" type="checkbox"/>	MS (v) <input checked="" type="checkbox"/>	MS (v) <input checked="" type="checkbox"/>	MS (v) <input checked="" type="checkbox"/>	MS (v) <input checked="" type="checkbox"/>
4	2415	1130	R						MS (v) <input checked="" type="checkbox"/>	MS (v) <input checked="" type="checkbox"/>	MS (v) <input checked="" type="checkbox"/>	MS (v) <input checked="" type="checkbox"/>	MS (v) <input checked="" type="checkbox"/>	MS (v) <input checked="" type="checkbox"/>	MS (v) <input checked="" type="checkbox"/>
5	2335	1125	R						MS (v) <input checked="" type="checkbox"/>	MS (v) <input checked="" type="checkbox"/>	MS (v) <input checked="" type="checkbox"/>	MS (v) <input checked="" type="checkbox"/>	MS (v) <input checked="" type="checkbox"/>	MS (v) <input checked="" type="checkbox"/>	MS (v) <input checked="" type="checkbox"/>
6	2410	1130	R						MS (v) <input checked="" type="checkbox"/>	MS (v) <input checked="" type="checkbox"/>	MS (v) <input checked="" type="checkbox"/>	MS (v) <input checked="" type="checkbox"/>	MS (v) <input checked="" type="checkbox"/>	MS (v) <input checked="" type="checkbox"/>	MS (v) <input checked="" type="checkbox"/>
7	2395	1130	R						MS (v) <input checked="" type="checkbox"/>	MS (v) <input checked="" type="checkbox"/>	MS (v) <input checked="" type="checkbox"/>	MS (v) <input checked="" type="checkbox"/>	MS (v) <input checked="" type="checkbox"/>	MS (v) <input checked="" type="checkbox"/>	MS (v) <input checked="" type="checkbox"/>
8	1165	1120	R						MS (v) <input checked="" type="checkbox"/>	MS (v) <input checked="" type="checkbox"/>	MS (v) <input checked="" type="checkbox"/>	MS (v) <input checked="" type="checkbox"/>	MS (v) <input checked="" type="checkbox"/>	MS (v) <input checked="" type="checkbox"/>	MS (v) <input checked="" type="checkbox"/>

NOTE: UNLESS OTHERWISE STATED ALL MEASUREMENTS WILL BE TAKEN AS RECESS

All blinds supplied by Rainbow Blinds & Interiors are fitted with an approved Child Safety Device

Customer has been advised (v) Yes No

The Child Safety Regulations apply to the use of child safety devices Yes No

Installation details apply to opening cords Yes No

VERTICAL BLINDS

Order Form

2 of 2

Rainbow Blinds

Rainbow Blinds & Interiors
64 Canyon Road
Excelsior Park
Wishear
ML3 0EG
T. 01698 351 888
F. 01698 351 999
sales@rainbow-blinds.com

Date: 6-9-21

Retailer: BAILEYS

Address: Gosforth

Telephone:

Email:

Signature:

Special Instructions:

Purchase Reference No: 349188 (Semi-Navy)

Window	BLIND SIZE				CONTROLS				OPTIONS			ORDER			
	Width (mm)	Drop (mm)	Recess or Bracket	Child Safety Installation Height (mm)	Length of Control Chain (mm)	Fabric Range	Fabric Colour	Control Guard Face or Side Fix	Draw	Operation	Headrail Colour	Top/Face Fin	Slat Size (mm or approx)	Wand	Weight and chain
1	2470	1135	R	2300		GUARDIAN	PURPLE		UIS (v) ✓	RHS (v) ✓	LHS (v) ✓	WHITE	89	No	No
2	2470	1145	L						UIS (v) ✓	RHS (v) ✓	LHS (v) ✓				
3	2470	1150	L						UIS (v) ✓	RHS (v) ✓	LHS (v) ✓				
4															
5															
6															
7															
8															

NOTE: UNLESS OTHERWISE STATED, ALL MEASUREMENTS WILL BE TAKEN AS RECESS

All blinds supplied by Rainbow Blinds & Interiors are fitted with an approved Child Safety Device

PLEASE POP RIVET TOP FIX BRACKETS TO TUV ARM

OR A 5" EXTENSION BRACKETS SO CAN BE USED

AS A SIDE FIXED BRACKET,

Customer has been advised (v)

The Child Safety Regulation (UK) and the use of child safety devices

Information relevant to operating cords

Issue: June 2016

Rainbow Blinds - 64 Canyon Road, Excelsior Park, Wishear, ML3 0EG N 01698 351 888 - F. 01698 351 999 - E. sales@rainbow-blinds.com

Baileys Blinds Ltd

Risk Assessment

Supply & Install: 11 Nr Vertical Blinds.
Site: NCC Unit 2 Walker Riverside Ind Est, Byker

Persons at risk: Baileys Blinds Employees, Main Contractors Employees or Third Parties

This risk assessment should be read in conjunction with the attached method statements, should anything change within the site and the operatives feel this assessment is no longer valid they must inform their direct superior immediately.

Hazard	Existing Control Measures
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Risk rating: Low – No additional control measures are necessary.

- | | |
|-------------------------------|---|
| 1. Fall of person from height | All employees are instructed in safe working practices and follow defined procedures. Under the Provision and Use of Work Equipment Regulations suitable access equipment shall be provided to carryout the specified task. |
|-------------------------------|---|

Access Equipment Required:

All Access equipment should be checked on a daily basis before use, if any faults found, equipment to be withdrawn from service immediately until the equipment has been repaired by a fully qualified technician.

Risk rating: Low – No additional control measures are necessary.

- | | |
|-------------------------------|---|
| 2. Fall of Object from height | All employees are instructed in safe working practices and will not work directly above persons or equipment, all access equipment shall be fitted with the correct toe boards handrails and guardrails, all other operatives in the vicinity of our working area to be made aware of our working at height activities, if practicable area to be cordoned off. |
|-------------------------------|---|

Risk rating: Low – No additional control measures are necessary.

- | | |
|----------------|--|
| 3. Electricity | The operatives shall use 18v battery operated screwdrivers/drills whenever possible, if we require to use power tools these shall be 110 volt with transformers, all electrical tools are PAT tested annually. Electrical equipment in the working area will be switched off and, if possible, disconnected. |
|----------------|--|

Risk rating: Low – No additional control measures are necessary.

- | | |
|---------------|---|
| 4. Hand Tools | All hand tools are suitable for the purpose for which they are used. They are only used for operations under conditions for which they are designed. All hand tools are maintained in an efficient state, efficient working order and in good repair. |
|---------------|---|

Risk rating: Low – No additional control measures are necessary.

5. Manual Handling All employees are trained in correct lifting techniques (kinetic lifting). There will always be an adequate number of employees to safely lift the blinds.

Risk rating: Low – No additional control measures are necessary.

6. Lighting Work will only be carried out in adequate lighting conditions.

Risk rating: Low – No additional control measures are necessary.

7. Fall on same level Where blinds and equipment have to be carried through the building, Housekeeping employees will walk the route first and ensure that there are no Contact with object obstructions or trip hazards.

Risk rating: Low – No additional control measures are necessary.

8. Personal Protective Equip Every employee is provided with appropriate PPE e.g. hard-hats, fluorescent jackets, safety footwear, gloves and glasses and face masks (dust) which will be worn as appropriate. Additional PPE will be provided as necessary.

Risk rating: Low – No additional control measures are necessary.

9. First Aid & Emergency/Rescue Procedures

All our vehicles are equipped with a first aid kit, our appointed person checks these on a regular basis, some of our travelling operatives have formal first aid training, they shall adopt the main contractors first aid facilities and shall adhere to the main contractors emergency/rescue procedures.

On their first visit to the site, employees will contact a responsible person and be site inducted to familiarise themselves with all site-specific health and safety procedures.

Or our office number is 01388 813 267

This risk assessment will be reviewed monthly or more frequently if there is reason to suspect that it is no longer valid.

Assessment carried out by:

**Name: Michael Sales
Position: Contracts Manager
Signature: Michael Sales**

Date: 13/05/2021

Proposed review date:

This section to be completed by the operatives carrying out the works to confirm that they have read and fully understand the risks and procedures to perform the task safely.

OPERATIVES SHALL SIGN & DATE THIS RISK ASSESSMENT AT PRE-START BRIEFING.

Operative 1.

Name:

Date:

Signed:

Baileys Blinds Ltd

Customer Satisfaction Sheet

CLIENT: NCC

PURCHASE ORDER NO: 2314585

JOB No: 349188

WORKS CARRIED OUT: Install 11 Nr Vertical Blinds

CARRIED OUT BY:
DATE:

I CONFIRM THE ABOVE WORKS HAVE BEEN CARRIED OUT TO MY SATISFACTION

NAME

SIGNATURE

POSITION

DATE

WORKS OUTSTANDING YES/NO
DETAILS:

34 High Street, Spennymoor, Durham, DL16 6DB
TEL 01388 813 267 FAX 0191 258 5956

Purchase Order

Supplier

BAILEYS BLINDS
 T/A BAILEYS BLINDS
 34 HIGH STREET
 SPENNYMOOR
 COUNTY DURHAM

DL16 6DB

Purchase Order No: 2314585

Please address and submit invoices to:

Accounts Payable
 Newcastle City Council
 Civic Centre
 Barras Bridge
 Newcastle Upon Tyne
 NE1 8QH
 accountspayable@newcastle.gov.uk

Delivery Address for this Order

Delivery Address :
 See text below for Delivery Address
 Any further queries please contact
 the Officer named above.

Purchase Order Date: 06/09/2021
 Delivery Date:
 Contact Name for Enquiries: Courtenay Price
 Telephone Number / Extn: 0191 2783199/23199
 Order Revision Number: 0
 Page: 1 of 2

Line No.	Quantity	Description	Unit Price	Line Value
0001	0.0000	MOT Station Unit 2 Walker Riverside Please supply and fit new vertical OUR REF:GBM0005 YOUR REF: blinds as per your quote /349188 Any queries relating to this order please contact Neil Swinney on 07989 946768	0.00000	
Sub Total				1262.80
V.A.T.				252.56
Total				1515.36

Note:

Clearly quote the Purchase Order Number shown above on your invoice as we have a No Purchase Order, No Pay policy. Payment Terms are 30 days from receipt of a valid invoice unless any alternative payment terms have been agreed. If you would like more information on receiving payment earlier please email sip@newcastle.gov.uk for more information on our Supplier Incentive Programme.