

Purchase Order

**Purchase Order:
NMN73218**



Order Date 22/11/2021

Required Delivery Date: 22/11/2021

Supplier:

BAILEYS BLINDS
UNIT 8 JUPITER COURT
ORION BUSINESS PARK
TYNE TUNNEL TRADING ESTATE
NE29 7SE

Deliver To:

Invoice To:

Mitie FM Limited
Accounts Payable
Ingenuity House - 3rd Floor
Elmdon Trading Estate, Bickenhill
Lane
Birmingham, B37 7HQ

Supplier Contact:

Telephone:

Email:

Site Contact:

Telephone:

Email:

Queries:

Telephone:

Email:

For queries relating to this order please contact the buyer: Kane Connolly

The following 5 pieces of data must be quoted on your invoice:

Mitie Receiving Company Name: Mitie FM Limited
Mitie Receiving Company Code: FACM
Purchase Order Number: NMN73218
Purchase Order Date: 22/11/2021
Delivery date: As per delivery note

INVOICES MUST BE COMPUTER GENERATED PDFs AND NOT PROTECTED BY PASSWORD.

PDF INVOICE ASSOCIATED WITH THIS PO MUST BE SENT TO: invoices.finance@mitie.com.

PLEASE INCLUDE ONLY ONE INVOICE PER ATTACHMENT AND ONLY ONE ATTACHMENT PER EMAIL.

ATTACHMENTS WITH MORE THAN ONE INVOICE OR EMAILS WITH MORE THAN ONE ATTACHMENT WILL BE AUTOMATICALLY REJECTED.

PURCHASE ORDER NUMBER AND MITIE RECEIVING COMPANY CODE MUST BE INCLUDED ON ALL INVOICES, PACKING AND CORRESPONDENCE.

Line	Description	Work Order	Quantity	Unit Price	Total (ex VAT)
1	32 slats	81875475	1.00	123.00	123.00
2	150 weights	81875475	1.00	75.00	75.00
3	150 holders	81875475	1.00	37.50	37.50
4	3 inch chain	81875475	1.00	60.00	60.00

Authorising Signature:.....

Order Total: 295.50

Order Total(incl VAT): 295.50

All Fax and Paper invoices received after the 01/07/2021 will not be processed by Mitie.

This order is issued subject to MITIE's standard terms and conditions a copy of which is available at <http://www.mitie.com/suppliers>.

Registered Office: Level 12, The Shard, 32 London Bridge Street, London, SE1 9SG, UK.

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Registered in England No. 3253304 VAT No. 362869361.

Enquiries

From: Enquiries
Sent: 18 November 2021 14:59
To: Robert McGuire
Subject: RE: Berwick job centre job number 81875475

Hi Rob,

The quotation for job 81875475 at Berwick Job Centre is as follows:

32 slats - £123
150 weights – £75
150 holders – £37.50
3 inch chain – £60

Total - £295.50

Kind Regards,

Lindsay Callander
Baileys Blinds



From: Robert McGuire <Robert.McGuire@ise.mitie.com>
Sent: 18 November 2021 10:06
To: Enquiries <enquiries@baileys-blinds.co.uk>
Subject: Berwick job centre job number 81875475

Hi
Please see attached image of the slats required these are a blackout material cream in colour
Qty 32 slats 3" X 1390mm long
Also required
Qty 30 X 3" weights
Qty 30 X 3" slat holders
Qty 1 roll of 3" chain

Delivery address
Berwick job centre
15 Walkergate
Berwick-upon-Tweed
TD15 1DS

Sent from [Workspace ONE Boxer](#)

Kind Regards
Robert McGuire
NMN North
Region 7
Mobile : 07483163409
Robert.McGuire@ise.mitie.com

This message has been scanned for malware by Forcepoint. www.forcepoint.com