

Purchase Order

**Purchase Order:
NMN83757**



Order Date 18/05/2022

Required Delivery Date: 20/05/2022

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: Sharon Waldron

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:	NMN83757
Purchase Order Date:	18/05/2022
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	VERTICAL BLIND	MFR:3597	1.00	173.00	173.00

Vertical blind

Exact width 1043mm

Exact Height 1590

5" slats

Colour/ Guardian cream

White head rail with 5" stand off brackets or brackets to suit 5" slats

Right hand controls

Job reference MFR3597

Delivery address

Hadrian house

Wallsend job centre

Station road

Wallsend

Newcastle upon Tyne

NE28 6HP

Authorising Signature:.....

Order Total: 173.00

Order Total(incl VAT): 173.00

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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