



Formal Legal Entity Address

Jones Lang LaSalle Services Limited
30 Warwick Street
London
W1B 5NH
United Kingdom

Registration No 4877382
Tax ID no. 245894718

Purchase Order

4838730 - OP - 4006905000

PO Number must appear on all invoices, shipping notices, and all correspondence pertaining to this order

Contract No/Ref

Invoice Submission

EMAIL TO IFM-Invoices@jll.com
OR
MAIL TO Jones Lang LaSalle Services Ltd
IFM AP - P&G UK
Plac Europejski 1
Warsaw 00-844
Poland

Shipped From Baileys Blinds Limited
Unit 8 Jupiter Court
Orion Business Park
Tyne Tunnel Trading Estate
North Shields
Tyne & Wear
NE29 7SE
United Kingdom

Ship To Procter & Gamble
c/o P&G Whitley Road
Longbenton
Newcastle upon Tyne
NE12 9TS
United Kingdom

Vendor Fax 01144 191 2595010
Vendor Contact
Vendor No 101200
Currency Code GBP
Payment Terms Net 75 Days

Buyer Clair Walker
Buyer Tel
Buyer Fax
PO Originator Ewelina Cichminska
Originator Tel

Ordered 09/02/23 Additional Instructions

Item	Quantity	Unit of Measure	Description	Unit Price	Delivery Date	Total Net Value
1.000		EA	Café Extra 353691	.0000	25/03/23	475.80
Total net value excl tax GBP						475.80

Item	Quantity	Unit of Measure	Description	Unit Price	Delivery Date	Total Net Value
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Important PAYMENT information

The following information must be written on the invoice:

1. our purchase order number (is printed on the PO form at the top right)
2. the correct in-country legal entity invoice address (is printed on the PO form at the top left)
3. the correct central invoice mailing address (is printed on the PO form in the Mail-Invoices-To box)

We may have to return your invoice, if the key information can not be identified on your invoice. This may result in the invoice not being paid to terms.

For invoice status or payment related questions please contact our Accounts Payable department :

Contact Phone:	+420225048856
Contact Email :	PG-SPEND@jll.com
Vendor Email :	Commercial@baileys-blinds.co.uk
PO Originator Email:	Ewelina.Cichminska@eu.jll.com
Buyer Email :	clair.walker@eu.jll.com
Customer Reference Number (JLL use only):	

The full terms and conditions for this Purchase Order are attached. By accepting and fulfilling all or part of this Purchase Order, supplier also agrees to these terms and conditions of purchase. However, if a formal contract or service agreement has been executed between Jones Lang LaSalle and the supplier for this particular client and/or location, the terms of that agreement shall apply and the attached terms and conditions shall have no effect.

Item	Quantity	Unit of Measure	Description	Unit Price	Delivery Date	Total Net Value
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JONES LANG LASALLE STANDARD PURCHASE ORDER TERMS AND CONDITIONS WITH VENDORS

1. Definitions

1.1 In this Agreement:

Agreement means these Standard Terms and Conditions and any purchase order issued by Jones Lang LaSalle from time to time under these Standard Terms and Conditions;

Goods means the goods and products more particularly described in the Item Description above.

Vendor means your company, the provider of the Services;

Fee means the fee set out in the purchase order or as otherwise agreed by the parties in writing, which is stated exclusive of any applicable value added, goods and services or other consumption tax;

Jones Lang LaSalle means Jones Lang LaSalle Incorporated and its affiliates and related bodies corporate;

Client means the client named in the purchase order.

Services means the services (and any goods supplied as part of those services including the Goods) set out in the purchase order or the services that Jones Lang LaSalle requests the Vendor to provide under written instruction or that are otherwise agreed by the parties in writing.

2. Goods and Services

2.1 The Vendor shall provide the Services:

- (a) in a good, workmanlike and commercially reasonable manner;
- (b) in accordance with the methods, practices and standard of diligence and care normally exercised by similarly qualified and experienced persons in the performance of comparable work;
- (c) in accordance with the reasonable decisions and requirements of Jones Lang LaSalle; and
- (d) in accordance with this Agreement.

2.2 The Vendor warrants that the goods materials, workmanship and methods supplied and used by the Vendor are of a kind suitable for their intended purpose and that they and the Services will be free of defects.

2.3 The Vendor shall take all reasonable precautions to prevent injury (including illness) to any person or damage to any property.

2.4 The Vendor shall be responsible for industrial relations with its employees, subcontractors and agents and ensure that such persons are professional, courteous and well behaved when providing the Services.

2.5 This Agreement applies to the extent that it is not inconsistent with any current binding agreement the Vendor may have with Jones Lang LaSalle for similar services.

2.6 The Vendor, its employees, subcontractors and agents shall behave in an ethical manner at all times.

2.7 Where the Vendor supplies any goods:

- (a) the goods must be delivered and be in accordance with this Agreement and any specification notified by Jones Lang LaSalle to the Vendor and any applicable warranties;
- (b) the Vendor must allow Jones Lang LaSalle to have a reasonable opportunity to inspect and test such goods and Jones Lang LaSalle shall have the right to reject and not be charged for such goods that it may reject;
- (c) the Vendor is responsible for all risk with respect to the goods until Jones Lang LaSalle has inspected, tested and accepted such goods;
- (d) title in the goods will pass from the Vendor to Jones Lang LaSalle only after paragraph (c) above is satisfied; and
- (e) the Vendor must provide appropriate warranties and pass on and not jeopardise any third party or original equipment manufacturer warranties that apply to the goods to Jones Lang LaSalle.

3. Fees and Payment

3.1 The Vendor shall submit an invoice to Jones Lang LaSalle in a format approved by Jones Lang LaSalle.

3.2 All invoices shall identify Client.

3.3 Subject to this Agreement and the receipt of an appropriate invoice by Jones Lang LaSalle, Jones Lang LaSalle shall when in receipt of payment of the invoice by Client pay the Vendor the Fee.

3.2 If the Vendor fails to do something which it is required to do under this Agreement, Jones Lang LaSalle can, at its discretion, remedy that omission and charge the Vendor for it.

3.3 Jones Lang LaSalle shall not be liable for the cost of any services the Vendor may provide to others.

4. Insurance

4.1 The Vendor shall (and shall ensure that every approved sub Vendor shall), during the term of this Agreement, maintain:

- (a) workers' compensation insurance (or its equivalent) in accordance with any applicable law; and
- (b) commercial general liability or public liability insurance with a registered and reputable insurer for no less than the legally required minimum amount or an amount commercially reasonable.

4.2 The Vendor shall not provide any Service for Jones Lang LaSalle if it does not comply with clause 4.1.

4.3 The Vendor shall provide evidence of such insurances to Jones Lang LaSalle before commencing provision of the Services.

5. Litigation

Item	Quantity	Unit of Measure	Description	Unit Price	Delivery Date	Total Net Value
5.1			The Vendor shall provide all assistance as reasonably required by Jones Lang LaSalle in the event that it or the Services that it provides relate in any way to any litigation, insurance claim or dispute that arises in respect of the Services.			
5.2			In the event that the Vendor receives any claim or is involved in any dispute that may affect the insurance or liability of Jones Lang LaSalle it must notify Jones Lang LaSalle as soon as possible.			
6.			Indemnity			
6.1			The Vendor is liable for and must release and fully indemnify Jones Lang LaSalle and Client against any action, claim, proceeding, demand, damages, loss, liability, cost or expense ("claim") which Jones Lang LaSalle or Client may suffer or incur arising out of or connected with any act or omission in providing the Services or the Goods, negligence, default, misconduct of or breach of this Agreement by the Vendor, its directors, officers, employees, subcontractors or agents except to the extent such claim is caused or contributed to directly by the negligence or breach of this Agreement by Jones Lang LaSalle.			
6.2			The Vendor shall at all times be solely responsible for payment of all salaries and benefits to its employees and warrants that the personnel performing the Services or supplying the Goods as the case may be shall at all times be either contractors or employees of the Vendor and that nothing in these standard terms and conditions shall create an employment relationship between any employee or contractor of the Vendor and Jones Lang LaSalle or its affiliates, employees, agents and clients			
7.			Effect, Term and Termination			
7.1			This Agreement comes into effect from when the Vendor starts providing the Services and remains in effect until the Vendor satisfactorily completes such Services.			
7.2			Jones Lang LaSalle may terminate this Agreement for any reason on 30 days' written notice.			
7.3			Jones Lang LaSalle may terminate this Agreement immediately if:			
(a)			the Vendor breaches this Agreement and fails to remedy such breach within 14 days of being notified by Jones Lang LaSalle;			
(b)			the Vendor is unable to pay its debts as and when they fall due;			
(c)			the Vendor enters into a scheme of arrangement or composition with its creditors;			
(d)			the Vendor is placed under management or administration or a receiver is appointed, or a winding up order is made in respect of the Vendor;			
(e)			Jones Lang LaSalle determines in its absolute discretion that the Vendor's performance of any of the Services or obligations under this Agreement is unacceptable;			
or						
(f)			the Facilities Management Agreement between Jones Lang LaSalle and Client is terminated for any reason whatsoever.			
8.			Occupational Health and Safety			
8.1			The Vendor must specifically comply with all applicable occupational health and safety legislation.			
9.			Applicable Law			
9.1			The Vendor shall comply with all applicable law, licensing requirements, international or national standards, industry standards, the requirements of any statutory, competent or other regulatory authority and any property house rules or other policies as notified in carrying out the Services.			
9.2			This Agreement shall be governed and construed by the law of the jurisdiction in which the Services are provided.			
10.			General			
10.1			The Vendor must not assign any of its rights under this Agreement or subcontract the Services or part of the Services without the prior written approval of Jones Lang LaSalle. In the event that part or all of the Services are subcontracted, the Vendor shall remain fully responsible in respect of the Services carried out by such sub Vendor.			
10.2			Jones Lang LaSalle may assign its rights and transfer its obligations under this Agreement, including without limitation, by novating this Agreement and substituting another party or parties in its place. If requested by Jones Lang LaSalle, the Vendor must execute a novation agreement prepared by Jones Lang LaSalle to give effect to such transfer.			
10.3			Jones Lang LaSalle may vary the Services at any time in writing but accepts that this may change the Fee, in which case, the Vendor shall notify Jones Lang LaSalle of any proposed new Fee. If Jones Lang LaSalle does not agree with such proposal, the Vendor shall be entitled to a reasonable adjustment to the Fee. Any change to the Services will be subject to the same terms and conditions as this Agreement. Any other variation to this Agreement must be agreed by the parties in writing.			
10.4			The Vendor must not disclose any information received in confidence from Jones Lang LaSalle or Client.			
10.5			Any provision of this Agreement which is void, illegal or otherwise unenforceable will be severed to the extent permitted by law without affecting any other provision of this Agreement, and, if reasonably practicable, will be replaced by another provision of economic equivalence which is not so void, illegal or unenforceable.			
10.6			The failure or omission of a party at any time to enforce or require compliance with any provision of this Agreement or exercise any election or discretion under this Agreement shall not operate as a waiver of them or any others.			
10.7			This Agreement is the entire agreement between the parties for the Services and supersedes all previous agreements, proposals, representations, correspondence and discussions in connection with the Services.			
10.8			This Agreement overrides any terms that the Vendor may seek to impose.			