

# Fault Report

Customer Name: Crooklas PK Date: 05/07/23

Customer Reference: 353 848 Fitter: CRAIG M

Salesperson: \_\_\_\_\_ Salesperson called: Yes/No

Blind Type and number: rolls x 2

Fault Description: measure = need 2x rolls (same fabric)  
blue room 1200 x 1660 R controls  
green room 1090 x 1660 R controls

Action to correct: needs pricing up as missed when measured by Dave.

Problem fixed on site: Yes/No

Further action required:

**QUOTATION**

**BAILEYS BLINDS**

**CUSTOMER NAME** Cruddas Park Early Years  
**ADDRESS** Brubnel Terrace  
 Cruddas Park

**QUOTE NO:-** 353848b

**DATE:-** 05/07/2023

Elswick, NE4 7NL

Item	Loc	Width	Drop	Description		Controls	Unit Price	Quantity Required	Total Price
				Type	Material				
1								1	
2	Blue Room			Roller	ExLite Light Grey	R	122.40	1	122.40
3								1	
4	Green Room			Roller	ExLite Light Grey	R	122.40	1	122.40
5								1	-
6								1	-
7								1	-
8								1	-
9								1	-
10								1	-
11								1	-
12								1	-
13								1	-
14								1	-
15								1	-
16								1	-
17								1	-
18								1	-
19								1	-
20								1	-
21								1	-
22								1	-
23								1	-
24								1	-
25								1	-
26								1	-

Net 244.80  
 VAT 48.96  
**Total Price £ 293.76**

## Enquiries

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**From:** Richardson, Callum <Callum.Richardson@newcastle.gov.uk>  
**Sent:** 20 July 2023 10:09  
**To:** Enquiries  
**Subject:** RE: Quote 353848

Hi Debbie

Apologies I have been out of office, could we proceed with the works on Cruddas park as a variation to the original order and I will raise the value of it internally in order to pay the new invoice.

Lemington riverside postcode is NE15 8RR

Thanks

Callum

**From:** Enquiries <enquiries@baileys-blinds.co.uk>  
**Sent:** 18 July 2023 10:00  
**To:** Richardson, Callum <Callum.Richardson@newcastle.gov.uk>  
**Subject:** RE: Quote 353848

Good Morning Callum

Yes, I can certainly get this arranged for you – will you be sending through a purchase order for these?

Do you have the post code for the Lemington Riverside job and I can take a look in the system.

Kind Regards  
Debbie Young

**From:** Richardson, Callum <[Callum.Richardson@newcastle.gov.uk](mailto:Callum.Richardson@newcastle.gov.uk)>  
**Sent:** Monday, July 17, 2023 8:23 AM  
**To:** Enquiries <[enquiries@baileys-blinds.co.uk](mailto:enquiries@baileys-blinds.co.uk)>  
**Subject:** RE: Quote 353848

Hi Debbie

That's great could we proceed with them in addition to the other 2 sent in the quote and we will just add it as a variation to the order already placed.

Could I also ask if you know when the blinds for Lemington Riverside have come into stock yet, thanks.

Callum

# Purchase Order



**Supplier**

BARREYS BLINDS  
 17A BARREYS BLINDS  
 34 HIGH STREET  
 SPENNYMOOR  
 COUNTY DURHAM

DL16 6DF

Purchase Order No

2389121

Please address and submit invoices to:

Accounts Payable  
 Newcastle City Council  
 Civic Centre  
 Barras Bridge  
 Newcastle Upon Tyne  
 NE1 8QH  
 accounts payable@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 16/06/2023  
 Delivery Date  
 Contact Name for Enquiries Phil Johnson  
 Telephone Number / Extn 0191 2783206/23205  
 Order Revision Number 0  
 Page 1 of 2

Line No.	Quantity	Description	Unit Price	Line Value
0001	0.0000	CRUDDAS PARK EARLY YEARS COST CODE 302733 SUPPLY & INSTALL ROLLER BLINDS OUR REF:GSC0001 YOUR REF: CRUDDAS PARK EARLY YEARS  LAISE WITH WILL ANGEL TELEPHONE 0793250967 REGARDING SITE SURVEY & INSTALLATION  INVOICES TO CALLUM RICHARDSON E-MAIL CALLUM.RICHARDSON@NEWCASTLE.GOV.UK  RISK ASSESSMENTS & METHOD STATEMENTS TO BE PROVIDED BEFORE STARTING ON SITE  ALL AS YOUR QUOTE REF 35342	0.00000	
Sub Total				2080.80
V.A.T				416.16
Total				2496.96

**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 [sup@newcastle.gov.uk](mailto:sup@newcastle.gov.uk) for more information on our Supplier Incentive Programme.