



## Enquiries

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**From:** Commercial  
**Sent:** 16 May 2025 08:20  
**To:** Enquiries  
**Subject:** FW: Form Submission - Commercial

Hi, could someone please arrange this appointment, thanks

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**From:** Squarespace <form-submission@squarespace.info>  
**Sent:** 14 May 2025 16:48  
**To:** Commercial <commercial@baileys-blinds.co.uk>  
**Subject:** Form Submission - Commercial

Booked in for  
Thursday 29 May  
9am - 12pm

NE34 QQA

Sent via form submission from [Baileys Blinds](#)

**Name:** phil wightman

**Company:** Park View School

**Telephone:** 07495127507

**Email:** pwightman@parkview-school.co.uk

[Manage Submissions](#)

Does this submission look like spam? [Report it here.](#)

Year 7

L - £367

L - £367

L - £115

Door L - £136

Door R - £136

R - £115

Park View School  
South Shields  
NE34 0QA

04/06/2025

FAO Purchasing

Ref: Year 7, Roller Blinds

Dear Sirs

Further to our recent visit to the above school we have pleasure in submitting our cost for the supply and installation of the blinds package.

6 nr roller blinds manufactured in the system 32 with side control chain control operation with the controls fitted to comply with current blind safety regulations. The blind covers shall be manufactured in the Clyde Light Grey PVC FR material.

**Total Cost £1,236.00 plus VAT**

Should we be able to assist with anything else please contact us on the details above.

Kind Regards

Allison

# PURCHASE ORDER



South Tyneside Council

**SUPPLIER:**  
Baileys Blinds Ltd  
34 High Street  
Spennymoor  
DL16 6DB

**ORDER No.** 20510298

**REVISION** 0

**DATE** 02-JUL-2025

**INVOICE ADDRESS:**  
Corporate Procurement Service  
Town Hall & Civic Offices  
Westoe Road  
South Shields, Tyne and Wear NE33 2RL  
United Kingdom

**DELIVERY ADDRESS:**  
Town Hall and Civic Offices  
Westoe Road  
South Shields, NE33 2RL  
United Kingdom

**IMPORTANT:-**

**PLEASE ENSURE THAT INVOICES ARE SENT TO THE CORRECT ADDRESS. THE OFFICIAL ORDER SHOULD BE QUOTED ON ALL CORRESPONDENCE, INVOICES, ETC. FAILURE TO COMPLY COULD DELAY PAYMENT.**

**CONTACT NAME:** Claire Jones

**TEL:**

**EMAIL:** [claire.jones@southtyneside.gov.uk](mailto:claire.jones@southtyneside.gov.uk)

**GOODS/SERVICES ORDERED**

Item description	Item Code	Supplier Ref	Quantity	Units	Item price	Amount	Delivery Date
Invoice 1030703 BLINDS PACKAGE AS PER QUOTE OF 4TH JUNE 2025 Ship-to-address : Refer to header ship-to address			1236	Pound	1.00	1,236.00	07-JUL-2025

**Grand Total:** £1,236.00

**COMMENTS:**

Approved by  
James Newsome

**Important Change – New 'Invoice Address'**

Please note that our invoice address has changed. Invoices should now be sent to our new Invoice Address, as shown above. Alternatively, invoices can be emailed direct to [invoices@southtyneside.gov.uk](mailto:invoices@southtyneside.gov.uk).

Members of the Supplier Incentive Programme (SIP) should continue to submit invoices as normal. To find out more about SIP, please visit: [www.southtyneside.gov.uk/article/33532/Supplier-Incentive-Programme](http://www.southtyneside.gov.uk/article/33532/Supplier-Incentive-Programme), or contact the Procurement Team on 0191 424 7008.

Our Standard Payment Terms are 30 days from the date on which your invoice is received by the Invoice Team. Payment Terms cannot be amended, therefore it is essential that all Invoices are sent to the correct address.

**Important Information**

Please remember that we operate a strict 'No PO - No Pay' policy. Invoices which do not contain a valid PO number cannot be processed. For future reference, our Invoice Team are unable to provide PO numbers therefore if a PO number is required, you must contact the person/service who commissioned the goods/works/services in order to obtain this.

When dispatching goods, please take care to ensure that they are addressed to the 'Delivery Address' rather than the 'Invoice Address'. This is because we operate from multiple sites and goods are often shipped to our 'Invoice Address' in error. If the Invoice Address is shown in both the Invoice and Delivery Address fields, this is because the goods are required at this address.

Unless informed otherwise, please treat South Tyneside Council, South Tyneside Homes and the Tyne and Wear Pension Service as the 'End User' for the purposes of the VAT Domestic Reverse Charge in respect of Construction Industry Scheme services.

**Terms and Conditions**

Unless otherwise agreed in any Framework Agreement/Contract, the Council's Standard Terms and Conditions shall apply to this purchase. A copy can be viewed on [www.southtyneside.gov.uk/termsandconditions](http://www.southtyneside.gov.uk/termsandconditions).

