



34 HIGH STREET,
SPENNYMOOR,
DURHAM DL16 6DB

TEL: 01388 813267 or 0191 258 5956

sales@baileys-blinds.co.uk
www.baileys-blinds.co.uk

Customer's Name Stooperdale office.

Address Brinkburn Road.
Darlington.

Post Code DL3 6EH.

DATE
MEASURED/ORDERED
15 / 01 / 2012.

Measured By:

Dan.

ON106797

356559

SPECIAL INSTRUCTIONS

Page 1 of 3.

will need to be
2 men with
ladders.

photos added to
show why.

+ desks in way all
windows.

P/CUST	
NET	
PRESS	
RADIO	
MAG.	
VAN	
RECC.	
SHOP	
TV	
YELL P	
OTHER	

Tel. home	
Tel. work	
mobile	
email	

CURTAINS	
PLEATED	
ROLLERS	<input checked="" type="checkbox"/>
ROMANS	
SHUTTERS	
VENETIAN	
VERTICALS	
VISION	
WOODEN	

Fitted By

DATE

DAY

AM

PM

alum	anthracite	black	brown	champ-gold	chrome	silver	white	access size	motorised	wood fix	stone fix	brackets top	brackets face
										<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Fitting 20/02
System 40 Planetary gears.

Room	Width	Drop	Slat Size	Perspective	Colour	Control LH or RH	Fitting Height	Price
EA15 L	1400	3000		437.15	371.58	LH	5m	
R	1410	3000		470.61	400.02	LH	5m	
04-R104 0	1400	3000		437.15	371.58	LH	5m	
2	1420	3000		470.61	400.02	LH	5m	
3	1430	3000		470.61	400.02	LH	5m	
4	1430	3000		470.61	400.02	LH	5m	
5	1400	3000		437.15	371.58	LH	5m	
6	1430	3000		470.61	400.02	LH	5m	
7	1400	3000		437.15	371.58	LH	5m	
8	1400	3000		437.15	371.58	LH	5m	
9	1400	3000		437.15	371.58	LH	5m	
10	1400	3000		437.15	371.58	LH	5m	
11	1400	3000		437.15	371.58	LH	5m	
12	1400	3000		437.15	371.58	LH	5m	
EA4-R103 L	1400	3000		437.15	371.58	LH	5m	
R	1400	3000		437.15	371.58	LH	5m	
				7161.70	6057.48			

Left - Right.

SAFETY DEVICES SUPPLIED WITH GOODS MUST BE FITTED BY US AT THE TIME OF INSTALLATION. IF YOU REFUSE TO ALLOW A SAFETY DEVICE TO BE FITTED, THEN THE GOODS WILL NOT BE INSTALLED, AND UNDER THESE CIRCUMSTANCES YOU WILL STILL BE LIABLE TO PAY THE FULL PRICE UNDER YOUR CONTRACT. YOU ARE STILL BOUND TO ACCEPT DELIVERY OF THE GOODS AND TO PAY FOR BOTH THE FITTING AND INSTALLATION EVEN ALTHOUGH INSTALLATION HAS NOT BEEN CARRIED OUT.

I have ordered the above goods and agree to pay 50% deposit and the remaining balance on the day of fitting. If payment is not made in full at that time Baileys Blinds has the right to remove the goods until full settlement is made. Title of the goods does not pass to the customer until payment has been made in full. Declaring that there shall be no liability for normal damage occasioned by such removal.

TOTAL PRICE £

DEPOSIT £

BALANCE £

PRICE ACCEPTANCE Customer's Signature

.....

CASH	CHEQUE	CARD
------	--------	------

**ALL BLINDS TO
BE PAID FOR
AT TIME OF
FITTING**





34 HIGH STREET,
SPENNYMOOR,
DURHAM DL16 6DB
TEL: 01388 813267 or 0191 258 5956
sales@baileys-blinds.co.uk
www.baileys-blinds.co.uk

Customer's Name Stoperable office
Address Brinkburn Road,
Oarlington
Post Code DL36EY

DATE MEASURED/ORDERED
15 / 01 / 2012

Measured By:
Daw

SPECIAL INSTRUCTIONS
Page 2 of 3.

P	U
NET	
PRESS	
RADIO	
MAG.	
VAN	
RECC.	
SHOP	
TV	
YELL P	
OTHER	

Tel. home	
Tel. work	
mobile	
email	

CURTAINS	
PLEATED	
ROLLERS	<input checked="" type="checkbox"/>
ROMANS	
SHUTTERS	
VENETIAN	
VERTICALS	
VISION	
WOODEN	

Fitted By	DATE	DAY	AM	PM

alum	anthracite	black	brown	champ-gold	chrome	silver	white	recess size	motorised	wood fix	stone fix	brackets top	brackets face
								<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Room	Width	Drop	Slat Size	Colour	Control LH or RH	Fitting Height	Price
1-14 ①	1400	2.2		391.85	333.07	LH	3.2m
2	1400	2.2		391.85	333.07	LH	3.2m
3	1400	2.2		391.85	333.07	LH	3.2m
4	1400	2.2		391.85	333.07	LH	3.2m
5	1400	3000		437.15	371.58	LH	5m
6	1400	2.2		391.85	333.07	LH	3.2m
7	1400	2.2		391.85	333.07	LH	3.2m
8	1400	3000		437.15	371.58	LH	5m
9	1400	3000		437.15	371.58	LH	5m
10	1400	3000		437.15	371.58	LH	5m
11	1400	3000		437.15	371.58	LH	5m
12	1400	3000		437.15	371.58	LH	5m
13	1400	3000		437.15	371.58	LH	5m
14	1400	3000		437.15	371.58	LH	5m
15	1400	3000		437.15	371.58	LH	5m
16	1400	3000		437.15	371.58	LH	5m
17	1400	3000		437.15	371.58	LH	5m
18	1400	3000		437.15	371.58	LH	5m
19	1400	3000		437.15	371.58	LH	5m
20	1400	3000		437.15	371.58	LH	5m

left - right.

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TOTAL PRICE £

DEPOSIT £

BALANCE £

PRICE ACCEPTANCE Customer's Signature

CASH	CHEQUE	CARD
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ALL BLINDS TO BE PAID FOR AT TIME OF FITTING





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TEL: 01388 813267 or 0191 258 5956
sales@baileys-blinds.co.uk
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Customer's Name Stooperdale office
Address Brinkburn Road
Darlington
Post Code DL3 6EH

DATE MEASURED/ORDERED
15 / 01 / 26

Measured By:
Daw

356561

SPECIAL INSTRUCTIONS

Page 3 of 3.

P/CUST	
NET	
PRESS	
RADIO	
MAG.	
VAN	
RECC.	
SHOP	
TV	
YELL P	
OTHER	

CURTAINS	
PLEATED	
ROLLERS	<input checked="" type="checkbox"/>
ROMANS	
SHUTTERS	
VENETIAN	
VERTICALS	
VISION	
WOODEN	

Tel. home	
Tel. work	
mobile	
email	

Fitted By	DATE	DAY	AM	PM

alum	anthracite	black	brown	champ-gold	chrome	silver	white	recess size	motorised	wood fix	stone fix	brackets top	brackets face
								<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Room	Width	Drop	Stat Size	Colour	Control LH or RH	Fitting Height	Price
1-11 L	1480	3000		470.61	400.02	LH	5m
M	1420	3000		470.61	400.02	LH	5m
R	1420	3000		470.61	400.02	LH	5m
2(-10) ①	1400	3000		437.15	371.58	LH	5m
				1848.98	1571.64		

SAFETY DEVICES SUPPLIED WITH GOODS MUST BE FITTED BY US AT THE TIME OF INSTALLATION. IF YOU REFUSE TO ALLOW A SAFETY DEVICE TO BE FITTED, THEN THE GOODS WILL NOT BE INSTALLED, AND UNDER THESE CIRCUMSTANCES YOU WILL STILL BE LIABLE TO PAY THE FULL PRICE UNDER YOUR CONTRACT. YOU ARE STILL BOUND TO ACCEPT DELIVERY OF THE GOODS AND TO PAY FOR BOTH THE FITTING AND INSTALLATION EVEN ALTHOUGH INSTALLATION HAS NOT BEEN CARRIED OUT.

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TOTAL PRICE £

DEPOSIT £

BALANCE £

PRICE ACCEPTANCE Customer's Signature

CASH	CHEQUE	CARD	
------	--------	------	--

ALL BLINDS TO BE PAID FOR AT TIME OF FITTING



Enquiries

From: Chris Welch <Chris.Welch@railpen.com>
Sent: 06 January 2026 10:20
To: Enquiries
Subject: RE: Railpen - Stooperdale Offices
Attachments: Railpen, Stooperdale Office, DL3 - Existing Furniture Removal Plan - v.2.0 (28.11.25).pdf

FTAO Shaun Hanely

Dear Shaun,

Further to our site meeting in December can you please now source me some large samples of the following blind fabrics for final review & sign off.

Ideally a minimum of 500mm x 500mm.

From the Basicscreen sample booklet you provided please deliver the following samples:

- 3015 (1%)
- 3015 (5%)
- 3006 (1%)
- 3006 (5%)

Please also provide sample of any similar/alternative versions of these fabrics for consideration, similar size/colour.

We'd like to target having blinds installed by the end of February 2026 to the areas shown on the attached Phase 1 A & B plans.

With this in mind could you also arrange to come and survey the windows in question at your earliest opportunity.

Regards,

Chris

Dan Surveying 15/01

From: Enquiries <enquiries@baileys-blinds.co.uk>
Sent: 08 December 2025 14:14
To: Chris Welch <Chris.Welch@railpen.com>
Subject: RE: Railpen - Stooperdale Offices

CAUTION: External Email. Do you know the sender? Does the email address look right? Do not click links or open attachments unless you recognise the sender and know the content is safe.

Sorry Chris, his full name is Shaun Hanley.

Kind Regards

Debbie Young



Bailey Blinds

34 High Street, Spennymoor,

DL16 6DB

t. 0191 258 5956

e. Enquiries@baileys-blinds.co.uk

w. www.baileys-blinds.co.uk



Stay in the loop by following us social media.



From: Chris Welch <Chris.Welch@railpen.com>

Sent: 08 December 2025 14:11

To: Enquiries <enquiries@baileys-blinds.co.uk>

Subject: RE: Railpen - Stooperdale Offices

Thanks.

Please let me know Shaun's surname, I have to provide this to the security team for access.

From: Enquiries <enquiries@baileys-blinds.co.uk>

Sent: 08 December 2025 14:08

To: Chris Welch <Chris.Welch@railpen.com>

Subject: RE: Railpen - Stooperdale Offices

External Email. Do you know the sender? Does the email address look right? Do not click links or open attachments unless you recognise the sender and know the content is safe.

No probs at all, I can get you popped in for Wednesday 17th and request that Shaun gives you a call approx. 30 mins prior to arrival.

Kind Regards

Debbie Young



Bailey Blinds

34 High Street, Spennymoor,
DL16 6DB

t. 0191 258 5956

e. Enquiries@baileys-blinds.co.uk

w. www.baileys-blinds.co.uk



Stay in the loop by following us social media.



From: Chris Welch <Chris.Welch@railpen.com>

Sent: 08 December 2025 13:54

To: Enquiries <enquiries@baileys-blinds.co.uk>

Subject: RE: Railpen - Stooperdale Offices

Thanks Debbie,

Wednesday 17th December morning is fine, I have another meeting at 12noon so will need to be finished up by then.

Please let me know Shaun's surname so I can book him in, you can ring me on the day to confirm arrival time 07786 456 941

I just need so see samples next week and then we will order some larger samples for various approvals.

There are circa **400** (four hundred) windows so survey will need to be scheduled for another day once we have specification confirmed.

Regards,

Chris

From: Enquiries <enquiries@baileys-blinds.co.uk>

Sent: 08 December 2025 13:45

To: Chris Welch <Chris.Welch@railpen.com>

Subject: RE: Railpen - Stooperdale Offices

External Email. Do you know the sender? Does the email address look right? Do not click links or open attachments unless you recognise the sender and know the content is safe.

Hi Chris,

I can arrange him out on Wednesday morning between 9am-12pm and he can call you approx. 30 mins prior or the only way I can narrow the time down is to make you first call of the day between 9-10am. Are you also able to confirm how many windows roughly there are to be measured?

Kind Regards

Debbie Young



Bailey Blinds

34 High Street, Spennymoor,

DL16 6DB

t. 0191 258 5956

e. Enquiries@baileys-blinds.co.uk

w. www.baileys-blinds.co.uk



Stay in the loop by following us social media.



From: Chris Welch <Chris.Welch@railpen.com>

Sent: 08 December 2025 13:33

To: Enquiries <enquiries@baileys-blinds.co.uk>

Subject: RE: Railpen - Stooperdale Offices

Great, full address is:

Railpen Limited

Stooperdale Offices

Brinkburn Road

Darlington

DL3 6EH

Please let me know Shauns surname and approx. time of arrival.

thanks

From: Enquiries <enquiries@baileys-blinds.co.uk>

Sent: 08 December 2025 13:31

To: Chris Welch <Chris.Welch@railpen.com>

Subject: RE: Railpen - Stooperdale Offices

CAUTION: External Email. Do you know the sender? Does the email address look right? Do not click links or open attachments unless you recognise the sender and know the content is safe.

Hi Chris

Yes, that should be no issues at all – Can you please confirm the address for Shaun to attend?

Kind Regards

Debbie Young

 **Baileys**

Bailey Blinds

34 High Street, Spennymoor,

DL16 6DB

t. 0191 258 5956

e. Enquiries@baileys-blinds.co.uk

w. www.baileys-blinds.co.uk



Stay in the loop by following us social media.



From: Chris Welch <Chris.Welch@railpen.com>

Sent: 08 December 2025 12:29

To: Enquiries <enquiries@baileys-blinds.co.uk>

Subject: RE: Railpen - Stooperdale Offices

Hi Debbie,

Thanks for getting back to me.

I'm based at the Darlington office although not around much this week.

Could your salesperson pop in next Tuesday or Wednesday and I can select options for larger size samples.

Please let me know name of person attending and I'll book them in with security.

Regards

Chris

From: Enquiries <enquiries@baileys-blinds.co.uk>

Sent: 08 December 2025 12:22

To: Chris Welch <Chris.Welch@railpen.com>

Subject: RE: Railpen - Stooperdale Offices

CAUTION: External Email. Do you know the sender? Does the email address look right? Do not click links or open attachments unless you recognise the sender and know the content is safe.

Hi Chris

Whereabouts are you based? Normally the salesman wouldn't drop off his samples as he may require them for other customers that same day.

Kind Regards

Debbie Young

 **Baileys**

Bailey Blinds

34 High Street, Spennymoor,

DL16 6DB

t. 0191 258 5956

e. Enquiries@baileys-blinds.co.uk

w. www.baileys-blinds.co.uk



Stay in the loop by following us social media.



From: Chris Welch <Chris.Welch@railpen.com>

Sent: 08 December 2025 10:21

To: Enquiries <enquiries@baileys-blinds.co.uk>

Cc: Roshann Thomas <Roshann.Thomas@railpen.com>; Erika Milner <Erika.Milner@railpen.com>

Subject: Railpen - Stooperdale Offices

FTAO Hugo Ribeiro

Good morning Hugo,

I've recently joined Railpen as a Project Manager working on various refurbishment schemes planned at Stooperdale.

I was passed your details by Erika Milner as Baileys are an approved supplier for window blinds.

We are considering a building wide blind replacement programme (to remove the vertical blinds currently installed) and would like to see samples of 1% openness fabric materials in various colours which could be used for roller blinds.

Could you please arrange to pop in and drop off some sample cards this week? Please see attached finishes schedule for details on colour scheme.

The design team at Bluesky have also specified some curtains within the ground floor meeting rooms, are you able to supply & install these too? If you are please also drop in some samples.

Once we have selected a few preferred options we'll look to order some larger sample panels with you.

Please kindly confirm receipt of this mail and when you think you'd be able to get samples over to Stoopdale.

Thanks & regards,

Chris

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***** The content of this email (including any attachments) is confidential and intended solely for the recipient to whom it is addressed and may also be legally privileged. If you have received it in error, please immediately delete it and notify the sender and support@railpen.com Do not use, reproduce or disclose it in any way. No mistake in the delivery of this email is intended to waive or compromise any such privilege. It is strictly forbidden to share any part of this message with any third party, without written consent of the sender. You may not use, copy, distribute or reproduce this message (or any part of its contents) or take any action in reliance on it without our prior written consent. Full security of this email (including any attachments) cannot be ensured as, despite our efforts, the data included in emails could be infected, intercepted, falsified or corrupted. Therefore, you should check the email for threats with proper software. The sender does not represent or warrant that emails sent by it are not harmful and does not accept liability for any loss or damage inflicted by viewing or opening the content of this email. Railpen Limited is a wholly owned subsidiary of Railways Pension Trustee Company Limited. Railway Pension Investments Limited is authorised and regulated by the Financial Conduct Authority and is a wholly owned subsidiary of Railways Pension Trustee Company Limited. Railpen Limited Registered Office: Floors 7 & 8, 7 Devonshire Square, London, EC2M 4YH Registered in England and Wales No. 2315380 Railway Pension Investments Limited Registered Office: Floors 7 & 8, 7 Devonshire Square, London, EC2M 4YH Registered in England and Wales No. 1491097 Railways Pension Trustee Company Limited Registered Office: Floors 7 & 8, 7 Devonshire Square, London, EC2M 4YH Registered in England and Wales No. 2934539

BAILEYS

INVOICE NUMBER _____

BAILEYS JOB NUMBER 356559

PURCHASE ORDER NUMBER POGEN-122097

QS Chris Welch 07786 456 941

SITE MANAGER _____

INVOICE ADDRESS
Railpen Ltd
7 Devonshire Square
London
EC2M 4YH

DELIVERY ADDRESS
Strooperdale Office
Brinkburn Road
Darlington
DL3 96EH

To supply and install roller blinds package
Phase 1A & 1B

APPLICATIONS SENT _____

RAMS _____

O&M'S _____

ADDITIONAL INFORMATION

TENDER SUM £15,859.66

AGREED MCD 0 %

ORDER RECEIVED 26/01/2026

PURCHASE ORDER

Railpen

Stooperdale Offices, Brinkburn Road, Darlington DL3 6EH

www.railpen.com

IMPORTANT: Invoices not quoting a valid Order Number will be returned without payment

This order is subject to Railpen Limited's Purchase Order Terms dated 05/11/2025, unless there is a separate written and legally binding agreement between the parties covering this purchase which shall take precedence. Please refer to our full Terms and Conditions at www.railpen.com.

Purchase Order Number: POGEN-122097

Purchase Order Date: 23/01/2026

SUPPLIER ADDRESS

Baileys Blinds Ltd
Unit 8 Jupiter Court
Orion Business Park
Tyne Tunnel Trading Estate
North Shields

Tyne & Wear NE29 7SE
Purchase Ledger Account Code: SBAI100

DELIVERY ADDRESS

Railpen Limited
7 Devonshire Square
London
EC2M 4YH

Please send all Invoices to:

Railpen Limited, 7 Devonshire Square, London, EC2M 4YH

Line	Description	Del Date	Qty	UPrice	Price
1	Phase 1 blind quote	23/01/2026	1	15,859.66	15,859.66

Price Total 15,859.66

VAT Total 3,171.93

Order Total 19,031.59

Order Raised By: Roshann Thomas

Tel No: 01325804572

Email: Roshann.Thomas@railpen.com

Page 1 of 1

RAILPEN

Railpen Limited is a wholly owned subsidiary of the Railways Pension Trustee Company Limited.
Registered office: 7 Devonshire Square, London, EC2M 4YH.
Registered in England. Registered no. 02315380.



RAILPEN_PO_v02

Commercial

From: Chris Welch <chris.welch@railpen.com>
Sent: 26 January 2026 09:51
To: Commercial
Subject: RE: Railpen - Stooperdale Offices
Attachments: POGEN-122097 Version 1.pdf

Hi Allison,

Please see attached PO for the Phase 1 A & B works as per our communications.

In advance of works taking place please can your team provide Risk Assessment & Method Statements (RAMS) for the works + a copy of your current insurance certificate.

Names of operatives attending also required.

Please can you also keep me posted on procurement status and that all is on track for the Fridays planned.

Kind regards,

Chris

From: Commercial <commercial@baileys-blinds.co.uk>
Sent: 26 January 2026 08:53
To: Chris Welch <chris.welch@railpen.com>
Subject: RE: Railpen - Stooperdale Offices

External Email. Do you know the sender? Does the email address look right? Do not click links or open attachments unless you recognise the sender and know the content is safe.

Morning Chris

That's brilliant, thank you

From: Chris Welch <chris.welch@railpen.com>
Sent: 22 January 2026 17:06
To: Commercial <commercial@baileys-blinds.co.uk>
Subject: RE: Railpen - Stooperdale Offices

Thanks Allison,

I've tweaked it slightly (see attached) and included company name and today's date.

This has now been issued for PO approval.

Keep you posted,

Chris

From: Commercial <commercial@baileys-blinds.co.uk>
Sent: 22 January 2026 16:39
To: Chris Welch <chris.welch@railpen.com>
Subject: RE: Railpen - Stooperdale Offices

CAUTION: External Email. Do you know the sender? Does the email address look right? Do not click links or open attachments unless you recognise the sender and know the content is safe.

Hi Chris

Not at all, just checking everything was ok

I have attached with the dates for install and that the chain is silver. We only use metal chains on commercial installations.

That's great, thank you

Speak to you tomorrow
Allison

From: Chris Welch <chris.welch@railpen.com>
Sent: 22 January 2026 15:30
To: Commercial <commercial@baileys-blinds.co.uk>
Subject: RE: Railpen - Stooperdale Offices

Hi Allison,

Sample approved, sorry for the delay!

Can you please send me an updated quote which confirms the dates for the 2 installation visits.

Can you also confirm that the pull chain is in metal, not plastic.

Once received I should be able to get PO over to you tomorrow!

Kind regards,

Chris

From: Commercial <commercial@baileys-blinds.co.uk>
Sent: 22 January 2026 14:31

To: Chris Welch <chris.welch@railpen.com>

Subject: RE: Railpen - Stooperdale Offices

CAUTION: External Email. Do you know the sender? Does the email address look right? Do not click links or open attachments unless you recognise the sender and know the content is safe.

Hi Chris

Just checking in as time will be crucial on this order.

Kind Regards

Allison

From: Commercial

Sent: 21 January 2026 09:42

To: 'Chris Welch' <chris.welch@railpen.com>

Subject: RE: Railpen - Stooperdale Offices

Good Morning Chris

Hope all is well

Just looking to see how things were progressing? Do you require anything else from me to help at the moment?

Kind Regards

Allsion

From: Commercial

Sent: 19 January 2026 15:10

To: 'Chris Welch' <chris.welch@railpen.com>

Subject: RE: Railpen - Stooperdale Offices

Hi Chris

That's great thank you, that's no problem for the 2 Fridays, I will programme these dates in to keep them.

I have attached the quotation with this option and OOH removed.

Look forward to receiving the PO

Kind Regards

Allison

From: Chris Welch <chris.welch@railpen.com>

Sent: 19 January 2026 14:46

To: Commercial <commercial@baileys-blinds.co.uk>

Subject: RE: Railpen - Stooperdale Offices

Hi Allison,

We have shortlisted the following blind material which will be signed off by the exec team tomorrow (unless something goes terribly wrong).

Perspective 1% GREY (*no manufacturer name on the sample*)

We will also move installation dates to Friday 20th Feb & Friday 27th Feb to mitigate the out of hours costs you have provided, they are simply too high.

Please now send your final revised quote based on this specification.

Once I have sign off tomorrow, I can then look to raise PO immediately after.

Thanks,

Chris

From: Commercial <commercial@baileys-blinds.co.uk>
Sent: 19 January 2026 12:59
To: Chris Welch <chris.welch@railpen.com>
Subject: RE: Railpen - Stooperdale Offices

CAUTION: External Email. Do you know the sender? Does the email address look right? Do not click links or open attachments unless you recognise the sender and know the content is safe.

Hi Chris

We can accommodate these dates definitely for our systems but will have to confirm with Silent Gliss if you choose to go with this option once the fabric choice is confirmed.

In regards to the costs for out of hours, our commercial team covers the whole of the UK but are based in Lanarkshire Scotland so travel etc has to be factored into the cost to send the team down. Each Saturday there will be 2 commercial fitters in attendance who will travel down and stay on the Friday so they can be on site AM. Along with Dan who surveyed the project (local).

I trust this explains the out of hours cost.

Kind Regards
Allison

From: Chris Welch <chris.welch@railpen.com>
Sent: 16 January 2026 12:59
To: Commercial <commercial@baileys-blinds.co.uk>
Subject: RE: Railpen - Stooperdale Offices

Thanks Allison,

Information, pricing and timeframes duly noted.....appreciate you getting this over today and I'm aligned with the urgency for decision making....I will confirm on Tuesday next week latest.

I understand the samples have arrived on site today so will review on Monday.

Please note the installation phasing will be over 2 weekends, namely:

- Phase 1A – Saturday 21st Feb 2026
- Phase 1B – Saturday 28th Feb 2026

Furniture is being swapped out over these weekends so there will be sufficient space to install the blinds in each location.

Whilst I appreciate there is an extra over cost for out of hours/weekend working please kindly re-visit your numbers as they currently look unbalanced with the project scope.

If however, you are able to provide a breakdown of these costs please do so (number of operatives, hourly labour rates, access provisions, travel etc) and I will happily review and consider further.

Thanks again and look forward to concluding matters next week.

Regards,

Chris

From: Commercial <commercial@baileys-blinds.co.uk>
Sent: 16 January 2026 12:05
To: Chris Welch <chris.welch@railpen.com>
Subject: RE: Railpen - Stooperdale Offices

External Email. Do you know the sender? Does the email address look right? Do not click links or open attachments unless you recognise the sender and know the content is safe.

Hi Chris

Hope all is well

That's no problem at all, I have attached the costs for both options along with the system specifications for comparison. It looks like the samples have been delivered so hoping you have them now.

Just a few things to note,

I did not realise you were looking for these to be installed outwith hours but I have shown this as an extra over cost on the quote.

If you were to go ahead with the Silent Gliss option the turnaround on these is longer than our own and we do not have control over this, realistically we would need the purchase order to go ahead with these in the next few days to be in with a chance of hitting this timescale of end of February.

Dan noted that a lot of the windows have desks in front of them, we would need these pulled out to ensure our access equipment can be safely used.

If you need anything else in the meantime please do not hesitate to contact me.

Kind Regards
Allison

From: Chris Welch <chris.welch@railpen.com>
Sent: 15 January 2026 12:31
To: Commercial <commercial@baileys-blinds.co.uk>
Subject: RE: Railpen - Stooperdale Offices

Hi Allison,

All went well with Dan this morning, thanks for organising.

The samples are yet to arrive, do you know when they are likely to land?

In advance of them arriving this week/Monday can you please start to prepare quotation for review/approval?

On the basis that we can get quotes approved and signed off next week would you be able to install over the last 2 weekends of February?

Regards,

Chris

From: Commercial <commercial@baileys-blinds.co.uk>
Sent: 14 January 2026 14:22
To: Chris Welch <chris.welch@railpen.com>
Subject: RE: Railpen - Stooperdale Offices

External Email. Do you know the sender? Does the email address look right? Do not click links or open attachments unless you recognise the sender and know the content is safe.

Hi Chris

He should be with you between 8-9am

Kind Regards
Allison

From: Chris Welch <chris.welch@railpen.com>
Sent: 14 January 2026 09:21
To: Commercial <commercial@baileys-blinds.co.uk>
Subject: RE: Railpen - Stooperdale Offices

Thanks Allison.

Can you let me know roughly what time Dan will be arriving?

I'll let you know once samples arrive.

From: Commercial <commercial@baileys-blinds.co.uk>
Sent: 13 January 2026 15:27
To: Chris Welch <chris.welch@railpen.com>
Subject: RE: Railpen - Stooperdale Offices

CAUTION: External Email. Do you know the sender? Does the email address look right? Do not click links or open attachments unless you recognise the sender and know the content is safe.

Brilliant, thank you

Dan Adamson

I managed to get them on todays carrier

Speak to you soon
Allison

From: Chris Welch <chris.welch@railpen.com>
Sent: 13 January 2026 14:50
To: Commercial <commercial@baileys-blinds.co.uk>
Subject: RE: Railpen - Stooperdale Offices

Great, thanks Allison.

Access for Dan on Thursday is fine, please confirm surname and time of arrival and I'll book him in.

From: Commercial <commercial@baileys-blinds.co.uk>
Sent: 13 January 2026 14:46
To: Chris Welch <chris.welch@railpen.com>
Subject: RE: Railpen - Stooperdale Offices

External Email. Do you know the sender? Does the email address look right? Do not click links or open attachments unless you recognise the sender and know the content is safe.

Thank you Chris, I will get these on the carrier, I may have missed todays but will try

Could we arrange access for Dan for Thursday?

Kind Regards
Allison

From: Chris Welch <chris.welch@railpen.com>
Sent: 13 January 2026 14:35
To: Commercial <commercial@baileys-blinds.co.uk>
Subject: RE: Railpen - Stooperdale Offices

Hi Allison,

Thanks for getting back to me, the address is:

Railpen Limited
Stooperdale Offices
Brinkburn Road
Darlington
DL3 6EH

Please let me know once sent.

Please can you also confirm survey date (I am here tomorrow and Thursday and can provide access).

Thanks,

Chris

From: Commercial <commercial@baileys-blinds.co.uk>
Sent: 13 January 2026 14:31
To: Chris Welch <chris.welch@railpen.com>
Subject: RE: Railpen - Stooperdale Offices

You don't often get email from commercial@baileys-blinds.co.uk. [Learn why this is important](#)

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Hi Chris

Really sorry, the samples have come the wrong size twice now. I have the large samples for the Silent Gliss Fabrics here but my alternative fabrics came tiny, I have managed to get these as A4. Can you confirm the address you would like these sent to and I shall get them on the carrier.

Many Thanks
Allison

From: Chris Welch <chris.welch@railpen.com>
Sent: 13 January 2026 13:51
To: Commercial <commercial@baileys-blinds.co.uk>
Subject: RE: Railpen - Stooperdale Offices

Hi Allison,

Could I please have an update on samples and surveys?

Mindful we only have just over 5 weeks until we need blinds installed.

Please revert at your earliest.

Regards,

Chris

From: Commercial <commercial@baileys-blinds.co.uk>
Sent: 06 January 2026 11:51
To: Chris Welch <chris.welch@railpen.com>
Subject: RE: Railpen - Stooperdale Offices

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CAUTION: External Email. Do you know the sender? Does the email address look right? Do not click links or open attachments unless you recognise the sender and know the content is safe.

Good Morning Chris

Happy New Year !

No problem, I have ordered up samples for you this morning and will get these out to you ASAP, I will let you know when the samples arrive and we can get Shaun to drop them off.

Kind Regards
Allison

From: Enquiries <enquiries@baileys-blinds.co.uk>
Sent: 06 January 2026 11:19
To: Commercial <commercial@baileys-blinds.co.uk>
Subject: FW: Railpen - Stooperdale Offices

Debbie Young

 **Baileys**

Bailey Blinds

34 High Street, Spennymoor,

DL16 6DB

t. 0191 258 5956

e. Enquiries@baileys-blinds.co.uk

w. www.baileys-blinds.co.uk



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From: Chris Welch <Chris.Welch@railpen.com>
Sent: 06 January 2026 10:20
To: Enquiries <enquiries@baileys-blinds.co.uk>
Subject: RE: Railpen - Stooperdale Offices

FTAO Shaun Hanely

Dear Shaun,

Further to our site meeting in December can you please now source me some large samples of the following blind fabrics for final review & sign off.

Ideally a minimum of 500mm x 500mm.

From the Basicscreen sample booklet you provided please deliver the following samples:

- 3015 (1%)
- 3015 (5%)
- 3006 (1%)
- 3006 (5%)

Please also provide sample of any similar/alternative versions of these fabrics for consideration, similar size/colour.

We'd like to target having blinds installed by the end of February 2026 to the areas shown on the attached Phase 1 A & B plans.

With this in mind could you also arrange to come and survey the windows in question at your earliest opportunity.

Regards,

Chirs

From: Enquiries <enquiries@baileys-blinds.co.uk>
Sent: 08 December 2025 14:14
To: Chris Welch <Chris.Welch@railpen.com>
Subject: RE: Railpen - Stooperdale Offices

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Sorry Chris, his full name is Shaun Hanley.

Kind Regards

Debbie Young



Bailey Blinds

34 High Street, Spennymoor,

DL16 6DB

t. 0191 258 5956

e. Enquiries@baileys-blinds.co.uk

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From: Chris Welch <Chris.Welch@railpen.com>

Sent: 08 December 2025 14:11

To: Enquiries <enquiries@baileys-blinds.co.uk>

Subject: RE: Railpen - Stooperdale Offices

Thanks.

Please let me know Shaun's surname, I have to provide this to the security team for access.

From: Enquiries <enquiries@baileys-blinds.co.uk>

Sent: 08 December 2025 14:08

To: Chris Welch <Chris.Welch@railpen.com>

Subject: RE: Railpen - Stooperdale Offices

External Email. Do you know the sender? Does the email address look right? Do not click links or open attachments unless you recognise the sender and know the content is safe.

No probs at all, I can get you popped in for Wednesday 17th and request that Shaun gives you a call approx. 30 mins prior to arrival.

Kind Regards

Debbie Young



Bailey Blinds

34 High Street, Spennymoor,

DL16 6DB

t. 0191 258 5956

e. Enquiries@baileys-blinds.co.uk

w. www.baileys-blinds.co.uk



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From: Chris Welch <Chris.Welch@railpen.com>

Sent: 08 December 2025 13:54

To: Enquiries <enquiries@baileys-blinds.co.uk>

Subject: RE: Railpen - Stooperdale Offices

Thanks Debbie,

Wednesday 17th December morning is fine, I have another meeting at 12noon so will need to be finished up by then.

Please let me know Shaun's surname so I can book him in, you can ring me on the day to confirm arrival time 07786 456 941

I just need to see samples next week and then we will order some larger samples for various approvals.

There are circa **400** (four hundred) windows so survey will need to be scheduled for another day once we have specification confirmed.

Regards,

Chris

From: Enquiries <enquiries@baileys-blinds.co.uk>

Sent: 08 December 2025 13:45

To: Chris Welch <Chris.Welch@railpen.com>

Subject: RE: Railpen - Stooperdale Offices

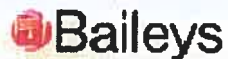
External Email. Do you know the sender? Does the email address look right? Do not click links or open attachments unless you recognise the sender and know the content is safe.

Hi Chris,

I can arrange him out on Wednesday morning between 9am-12pm and he can call you approx. 30 mins prior or the only way I can narrow the time down is to make your first call of the day between 9-10am. Are you also able to confirm how many windows roughly there are to be measured?

Kind Regards

Debbie Young



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34 High Street, Spennymoor,

DL16 6DB

t. 0191 258 5956

e. Enquiries@baileys-blinds.co.uk

w. www.baileys-blinds.co.uk



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From: Chris Welch <Chris.Welch@railpen.com>

Sent: 08 December 2025 13:33

To: Enquiries <enquiries@baileys-blinds.co.uk>

Subject: RE: Railpen - Stooperdale Offices

Great, full address is:

Railpen Limited
Stooperdale Offices
Brinkburn Road
Darlington
DL3 6EH

Please let me know Shauns surname and approx. time of arrival.

thanks

From: Enquiries <enquiries@baileys-blinds.co.uk>

Sent: 08 December 2025 13:31

To: Chris Welch <Chris.Welch@railpen.com>

Subject: RE: Railpen - Stooperdale Offices

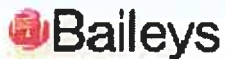
External Email. Do you know the sender? Does the email address look right? Do not click links or open attachments unless you recognise the sender and know the content is safe.

Hi Chris

Yes, that should be no issues at all – Can you please confirm the address for Shaun to attend?

Kind Regards

Debbie Young



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DL16 6DB

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e. Enquiries@baileys-blinds.co.uk

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From: Chris Welch <Chris.Welch@railpen.com>

Sent: 08 December 2025 12:29

To: Enquiries <enquiries@baileys-blinds.co.uk>

Subject: RE: Railpen - Stooferdale Offices

Hi Debbie,

Thanks for getting back to me.

I'm based at the Darlington office although not around much this week.

Could your salesperson pop in next Tuesday or Wednesday and I can select options for larger size samples.

Please let me know name of person attending and I'll book them in with security.

Regards

Chris

From: Enquiries <enquiries@baileys-blinds.co.uk>

Sent: 08 December 2025 12:22

To: Chris Welch <Chris.Welch@railpen.com>

Subject: RE: Railpen - Stooferdale Offices

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Hi Chris

Whereabouts are you based? Normally the salesman wouldn't drop off his samples as he may require them for other customers that same day.

Kind Regards

Debbie Young



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34 High Street, Spennymoor,
DL16 6DB

t. 0191 258 5956

e. Enquiries@baileys-blinds.co.uk

w. www.baileys-blinds.co.uk



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From: Chris Welch <Chris.Welch@railpen.com>

Sent: 08 December 2025 10:21

To: Enquiries <enquiries@baileys-blinds.co.uk>

Cc: Roshann Thomas <Roshann.Thomas@railpen.com>; Erika Milner <Erika.Milner@railpen.com>

Subject: Railpen - Stooperdale Offices

FTAO Hugo Ribeiro

Good morning Hugo,

I've recently joined Railpen as a Project Manager working on various refurbishment schemes planned at Stooperdale.

I was passed your details by Erika Milner as Baileys are an approved supplier for window blinds.

We are considering a building wide blind replacement programme (to remove the vertical blinds currently installed) and would like to see samples of 1% openness fabric materials in various colours which could be used for roller blinds.

Could you please arrange to pop in and drop off some sample cards this week? Please see attached finishes schedule for details on colour scheme.

The design team at Bluesky have also specified some curtains within the ground floor meeting rooms, are you able to supply & install these too? If you are please also drop in some samples.

Once we have selected a few preferred options we'll look to order some larger sample panels with you.

Please kindly confirm receipt of this mail and when you think you'd be able to get samples over to Stoopdale.

Thanks & regards,

Chris

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Stooperdale Office

Brinkburn Road

Darlington

DL3 6EH

19/01/2026

Ref: Roller Blinds Package, Phase 1, Revised Costs

FAO Chris Welch

Dear Sir

Further to our recent visit to your offices we have pleasure in submitting our cost to supply and install the roller blinds package for Phase 1. The blinds shall be manufactured in the system 40 with planetary geared side control chain operation with the controls fitted to comply with current blind safety regulations. The blind covers shall be manufactured in the Perspective Grey 1% FR screen fabric.

Phase 1 – 38 rollers

System 40 Rollers – Perspective Range £15,859.66 plus VAT

Please note: The surveyor noted that the desks are in front of the windows, we will need these moved back to allow access with ladders.

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

Kind Regards

Allison

Martin	X	✓
John	✓	X
Colin	✓	X
Danny	✓	✓
Jamie	✓	X



Baileys Blinds Ltd
 34 High Street,
 Spennymoor DL16 6DB
 T: 01388 813 267
 W: baileys-blinds.co.uk

Stooperdale Office

Brinkburn Road

Darlington

DL3 6EH

16/01/2026

Ref: Roller Blinds Package, Phase 1

FAO Chris Welch

Dear Sir

Further to our recent visit to your offices we have pleasure in submitting our cost to supply and install the roller blinds package for Phase 1 in one of the following options.

Phase 1 – 38 rollers

~~Silent Gliss 4910 Rollers – Basicscreen Range £18,481.88 plus VAT~~

Own System Rollers – Perspective Range £15,859.66 plus VAT

*System 40
Planetary
Gears*

Should you require these works to be outwith normal working hours the additional cost will be £3,100.00 plus VAT

Please note: The surveyor noted that the desks are in front of the windows, we will need these moved back to allow access with ladders.

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

Kind Regards

Allison

Stooperdale Offices - Phase 1

SG - Basic screen x 38 17481.88 + 1000 (T+A)

OWN - Unview x 38 14859.66 + 1000 (T+A)

T+A - £3100 - 2 men full weekend.