



## Purchase Order

Order Number: **100208873**  
 Order Date: 29/06/2023

Contact Office:

Email: [PSBusinessSupport@sheffield.gov.uk](mailto:PSBusinessSupport@sheffield.gov.uk)

To:  
 BLINDS EXPERT  
 COURTWOOD HOUSE  
 SHEFFIELD  
 S1 2DD

Terms & Conditions are available on the internet [www.sheffield.gov.uk/dobusiness](http://www.sheffield.gov.uk/dobusiness)

Deliver To:  
 DAY SERVICES  
 ECCLESFIELD SUPPORT UNIT  
 712 WORDSWORTH AVENUE  
 SHEFFIELD  
 S5 9JN

Please quote the Sheffield City Council order number and your Delivery Note number on your invoice and any other correspondence.

**Failure to do so may delay payment.**

**Order queries** to contact office above. **Payment queries** to Creditors on 0114 2734430 or [creditors@sheffield.gov.uk](mailto:creditors@sheffield.gov.uk)

Please supply the following goods or services, in accordance with this order

**Please Send Invoice To:**  
 SHEFFIELD CITY COUNCIL  
 000001  
 PO BOX 399  
 STEAD HOUSE FAVERDALE WEST  
 FAVERDALE  
 DARLINGTON  
 DL1 9UT  
 or email to [CreditorInvoices@sheffield.gov.uk](mailto:CreditorInvoices@sheffield.gov.uk)

Quantity	Description	Unit of Measure	Unit Cost £	Line Total £
2.00	Quotation number ON3876 Vertical blinds for office A & B		107.88	215.76
			<b>TOTAL</b>	215.76