

# Central Bedfordshire Council

Priory House, Monks Walk, Chicksands, Shefford

SG17 5TQ

Central Bedfordshire

## Purchase Order

### Vendor Address

CONCORDE BLINDS DIRECT LTD  
4 SUNBEAM ROAD  
BEDFORD  
MK42 7BY

### Invoice Address

Central Bedfordshire Council  
Payments Team  
Priory House  
Monks Walk  
Chicksands  
Shefford, SG17 5TQ  
payments@centralbedfordshire.gov.uk

### Information

PO Number 3200070094  
Date of Order 30.04.2024  
Vendor No. 147285  
Currency GBP  
Payment Terms CBC Within 30 days Due net  
Originator's Name Eleanor Mills-Le cren  
Telephone No.  
Email Eleanor.Mills@centralbedfordshire.gov.uk

### Delivery Address

Central Bedfordshire Council  
All Saints View, Sapphire Place  
Houghton Regis, Bedfordshire  
LU5 5LG

Item	Material/Description	Delivery Date	Quantity & Unit	Unit Price	Total
0010	Blinds for ASV staff office	30.04.2024	1.000 EA	155.41	155.41
	<b>Your product reference: 147285</b> <i>Quotation no. 08991 dated 16th April 2024 - Office window vertical blind - Palette, Cream, 89mm Vogue Range 1, Wand, LH Bunch Wand, Top Fix (Metal), Louvolite Vogue Headrail White, Gravity Weights (Chainless), Fitting, colour Almond - Jo Haynes has advised that these blinds mirror the generic blinds used within the contract for Central Bedfordshire Council.</i>				
				Total excl. Tax	155.41

### INSTRUCTIONS TO SUPPLIER:

The Council PO number must be quoted on all invoices in order for the supplier to receive prompt payment.

Invoices without a valid PO number may be returned to the sender without payment.

**Invoices, in PDF format, should be emailed to payments@centralbedfordshire.gov.uk**

Unless otherwise advised in writing, this Purchase Order and any related Purchase Order amendments and connected transactions will be subject exclusively to Central Bedfordshire Council's standard Terms and Conditions of Purchase, which can be found online

at <http://www.centralbedfordshire.gov.uk/business/procurement/suppliers.aspx>. No other terms will be accepted without written approval. **You must notify the originator immediately if the price or quantity to be shown on your invoice differs from those shown on this PO**