

# 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 3200074599  
Date of Order 06.09.2024  
Vendor No. 147285  
Currency GBP  
Payment Terms CBC Within 30 days Due net  
Originator's Name James John Field  
Telephone No.  
Email JAMES.FIELD@CENTRALBEDFORDSHIRE.GOV.UK

### Delivery Address

Central Bedfordshire Council  
Priory House, Monks Walk  
Chicksands, Shefford  
SG17 5TQ

Item	Material/Description	Delivery Date	Quantity & Unit	Unit Price	Total
0010	install of blinds at 24 Hawthorn Lane  <i>Concorde Blinds Direct Ltd - Installation of blinds as agreed at 24 Hawthorn Lane, Houghton Regis, LU5 7AT - quotation number 09893 - as per Nick Costin</i>	05.09.2024	1.000 EA	1,169.20	1,169.20
				Total excl. Tax	1,169.20

### 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**