

# 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 3200078155  
Date of Order 15.01.2025  
Vendor No. 147285  
Currency GBP  
Payment Terms CBC Payment 30 days from recei  
Originator's Name Samantha S Murphy  
Telephone No.  
Email SAMANTHA.MURPHY2@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 blinds 37 Rye Gardens 10647	10.01.2025	1.000 EA	1,242.28	1,242.28
	<i>Concord Blinds Direct Ltd - Installation of blinds to 37 Rye Gardens, Houghton Regis, Dunstable, LU5 6TA quote 10647 as per Nick Costin</i>			Total excl. Tax	1,242.28

### INSTRUCTIONS TO SUPPLIER:

The Council PO number must be quoted on all invoices. 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**

*Payment Terms are applicable from receipt of a valid undisputed invoice.*

*You could receive payment sooner using our Supplier Incentive Scheme. See <https://www.oxygen-finance.com/client/central-bedfordshire/>.*

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.

**Notify the originator immediately if price or quantity to be shown on your invoice differ from those on this PO.**