

# 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** 3200085939  
**Date of Order** 04.08.2025  
**Vendor No.** 147285  
**Currency** GBP  
**Payment Terms** CBC Payment on immediate terms  
**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 | Blinds 12 Underwood Croft LB LU73QF<br><br><i>Installation of blinds to 12 Underwood Croft Leighton Buzzard<br/>LU73QF - quote No 11663</i> | 04.08.2025    | 1.000 EA        | 1,276.71        | 1,276.71 |
|      |   |               |                 | Total excl. Tax | 1,276.71 |

### 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.**