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PURCHASE ORDER: SWH12035338

Buyer NHS Lothian Waverley Gate 2-4 Waterloo Place Edinburgh, EH1 3EG	Order Date 12 Sep 2022	Invoice To Accounts Payable Department Waverley Gate 2-4 Waterloo Place Edinburgh, EH1 3EG
Supplier Goldcrest Furnishing 2 Glen Tye Road Stirling, FK7 7LH	Order Contact Name: Hamilton Craig Phone: 01620 0642722 hamilton.craig@nhslothian.scot.nhs.uk	Delivery Hamilton Craig Estates Department East Lothian Community Hospital Hospital Road Haddington, EH41 3PF

Delivery Information

Order Type:	Direct Ship
Carrier:	Best Way -Normal Delivery
FOB - Delivery Terms:	Not Selected -Not Selected

Payment Information

Customer Number:	-
Payment Terms:	Net 30

Additional Order Information

Price or Quantity Changes:	Any alterations in quantity, price or carriage charges by the supplier must be AGREED by the Procurement Department prior to supplying. Please log any issues via ensr@nhslothian.scot.nhs.uk or the following web link https://tinyurl.com/nhslsn
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Comments Requisition Comment: STEVEN CUNNINGHAM, TEAM LEADER, ESTATES DEPARTMENT 01620 642 924 / 07973975510

Line	Item Type	Item No	Manufacturer No	UOM	Pack Size	Qty	Unit Price	VAT Type	Extended Amt
									Est VAT
1	Non-Catalogue	unknown		Each		1	£287.00	SI	£287.00
MUSSELBURGH PRIMARY CARE CENTRE, 2ND FLOOR- SUPPLY AND INSTALL 2X VERTICAL BLINDS PVC WHITE AS PER QUOTE.									£57.40

Total Extended Amount:	£287.00
Total Estimated VAT:	£57.40
Estimated Gross Amount:	£344.40

VAT Types

Key	Description	Estimated VAT
SI	SI - STD IRRECOVERABLE	£57.40



GC GROUP LIMITED
Unit 10 Springkerse Trade Park
Craigleith Road, Stirling FK7 7GN
T 01786 447 647
W goldcrest-blinds.co.uk

FAO Steven Cunningham
Musselburgh Primary Care Centre
Inveresk Road
East Lothian
Musselburgh
EH21 7BP

12th September 2022

Ref: Musselburgh Primary Care – 2nd Floor

Dear Steven,

Thank you for your recent enquiry. Please find our quotation below.

Supply and Install

2nd Floor

2 No. Vertical Blinds
PVC White

Total Cost: £287.00

All our prices are exclusive of VAT

We hope this price meets with your approval, please get in touch if you require any more information.

Yours faithfully,

Leah McCulloch
Contract Sales

Work Order

24/08/2022

Work Order Number: 184139

Asset: S405C-Main Building - Main Building
Site: S405C - Musselburgh Primary Care Centre
Location: S405C-Main Building - Main Building
Sublocation: -
Start Date: 17/08/2022 14:40:00 **Due Date:** 22/08/2022 14:40:00
Status: Referred To TeamLeader **Comp. Date:** N/A
Priority: 3 Working Days **Job Type:** Equipment Fault/Property Repair
Description: MPCC - HOME CARE TEAM - 2ND FLOOR - OUR BLINDS ARE COMPLETELY BROKEN, - HOW DO GET THESE REPLACED/FIXED?

Contact

Caller: charlene **Contact Tel.:** 01620 642 965
Contact Method: Call **Contact Email:** charlene.stoddart@nhslothian.scot.nhs.uk

Helpdesk Request Details

Question Set
Estates
Repairs
Desks & Filing Cabinets
Repair Furniture

Work Order Tasks	Est. Duration	Allocated To
MPCC - HOME CARE TEAM - 2ND FLOOR - OUR BLINDS ARE COMPLETELY BROKEN, - HOW DO GET THESE REPLACED/FIXED?		Joiner Michael Greenan

Time Sheet			
Emp.:	_____	Date: ____/____/____	Time Worked: ____ h ____ m Rate: _____
Emp.:	_____	Date: ____/____/____	Time Worked: ____ h ____ m Rate: _____

Completion Comments
19/08/2022 12:29:57 Joiner: MGREENAN Contractor needed to fix 2 sets of blinds
Complete : Yes / No

Checklist for capture of signature on completion	Complete
Operator Signature	Yes / No
Risk Assessment	Complete
Have you assessed all the risks and hazards?	Yes / No