

University of Edinburgh - Estates

Order Number: 443675

Purchase Order Form

Order Number: 443675
Work Request Code: 1549352

Order date: 23/08/22
Order is valid for one year from order date

Goldcrest Furnishings
 Contracts Ltd
 Unit 10
 Springkerse Trade Park
 Stirling
 FK7 7LH

Building Name: GEOGRAPHY (OLD
 INFIRMARY)

Building Number: 311

Project Number: REACTKB

EIT Number:

Client Contact Person: JAMIE FORBES

Client Phone No: 07973456287

**SAFETY IS THE MOST IMPORTANT CONSIDERATION AT ALL TIMES.
 CONTRACTORS MUST ENSURE SUITABLE AND SUFFICIENT RISK ASSESSMENTS WHICH
 TAKE ACCOUNT OF Covid-19 HAVE BEEN CARRIED OUT AND SAFE SYSTEMS OF WORK
 WHICH MINIMISE THE RISK OF INFECTION FROM Covid-19 ARE IN OPERATION.**

Description of Works:

The blind in room 1.13B of Old Geography has fallen from its brackets and requires replacing due to damage sustained, please replace with a similar white venetian blind please.

Site contact for access is Craig Dickson -
 07557571489

Mark visiting wednesday 31st August.

Staff Name: JAMIE FORBES

Date issued: 23/08/22

Authorising Signature:

**Relevant Order Number must be quoted on invoice –
 failure to do so will delay payment**

**All invoices should be sent to:
 Estates.Finance@ed.ac.uk ☎ 0131 650 2074**



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

FAO Jamie Forbes
Estates Department
Kings Building
University of Edinburgh
EH9 3JW

9th September 2022

Ref: Geography Building, High School Yards

Dear Jamie,

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

Supply and Install

Room 1.13B

1 No. 35 mm Venetian Blind

Total Cost: £165.00

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



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

FAO Jamie Forbes
Estates Department
Kings Building
University of Edinburgh
Eh9 3JW

6st September 2022

Ref: Old College Room 1.13B

Dear Jamie,

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

Supply and Install

Room 1.13B

1 No. 35mm Venetian Blind
White

Total: £165.00

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

Client Name JAMIE FORBES

Address ESTATES DEP

ED UNI, KING BUILDINGS

EDINBURGH

Reference ED UNI OLD COLLEGE Rm 1.13B
Supply and install

We Ect

35mm VENETIAN

Supply and Install

Rm 1.13B

1 NR 35mm WHITE VENETIAN

@ 1250 x 2300 STD CONTROL

FH 3200

€165

Mark McGrath

From: Jamie Forbes <Jamie.Forbes@ed.ac.uk>
Sent: 29 August 2022 10:53
To: Mark McGrath
Subject: RE: Replacement Blind

Hi Mark

I have been asked by the Kennedy Tower building administrator to arrange to have an estimate put together to replace a large proportion of the blinds in the building.

Would it be possible to meet on a Wednesday or Thursday in the next couple of weeks to go over with her the rooms she is looking to get done?

Regards
Jamie

Jamie Forbes
Contract Services Co-ordinator
Estates Department
The University of Edinburgh
KB Trades Maintenance Unit
Peter Guthrie Tait Road
Kings Buildings
EH9 3JG
Mobile No.07973456287
Email: Jamie.forbes@ed.ac.uk



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The Estates Helpdesk is the first point of contact for fault reporting and service requests:-
estates.helpdesk@ed.ac.uk www.estates.ed.ac.uk

The University of Edinburgh is a charitable body, registered in Scotland, with registration number SC005336."

From: Jamie Forbes
Sent: 26 August 2022 09:55
To: Mark McGrath <mark@goldcrestfurnishings.co.uk>
Subject: Replacement Blind

Hi Mark

Please see attached a Work Request for a replacement white venetian blind in room 1.13B of Old Geography at High School Yards.

Could you get in touch with Craig Dickson (07557571489) the Building Manager to arrange access to measure up and if you can supply costs I will then get a PO over to you.

Thanks.

Regards
Jamie

Jamie Forbes

Contract Services Co-ordinator
Estates Department
The University of Edinburgh
KB Trades Maintenance Unit
Peter Guthrie Tait Road
Kings Buildings
EH9 3JG
Mobile No.07973456287
Email: Jamie.forbes@ed.ac.uk



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GOLDCREST BLINDS

Unit 10 Springkerse
Trade Park
Craigleith Road
Stirling
FK7 7GN



email: contactus@goldcrestfurnishings.co.uk
01786 447647 TEL NO
01786 449939 FAX NO

Venetian order form

Customer Name:	Jamie Forbes
Delivery Address:	Venetian blind Ed University geography/ Old infirmary 1 Drummond St Edinburgh EH8 9XP

Order No:	ON01560
Date:	14-09-2022
Date Req:	26-09-2022
Customer Ref:	GC13615/10140 Geography <small>Old Infirmary</small>
Contact:	

Blinds No	Qty	Width	Drop	Fitting Height	Product Type	Color	Blind or Recess
1	1	1250 mm	2300 mm	3200 mm	35mm Standard	(02040)	Recess
Controls	Bracket Type	Location	Maschine Option 622	Rail Option 632			
Std (4)	Univ Brackets	Rm 1.13b	Standard (1)	Standard (1)			