



# Pro Forma Invoice

**Pro Forma:** LHSQ19895  
**Date:** Aug 17, 2023  
**Project Ref:** P19895

**Client Name**

Apsley Technical Services  
Carl Brooks  
Building 1  
Chalfont Park  
Chalfont St Peter  
GERRARDS CROSS, SL9 0BG

**Project Location**

Wargrave Manor  
Wargrave Hill  
Wargrave  
READING, RG10 8JL

[www.grantsblinds.com](http://www.grantsblinds.com)  
sales@grantsblinds.com  
0800 652 2190

Grants Blinds, Leigh House  
Single Street, Westerham, Kent  
TN16 3AB

Phone 01753 916949  
Fax 07790 003547  
Email Carl.brooks@apsleyservices.com

Phone  
Fax  
Email

**Salesperson**

Gaius Guest

**Terms**

50/50

<b>Deposit Amount:</b>	<b>Balance Amount:</b>	<b>Grand Total:</b>	<b>Itemised ex VAT:</b>
£9,718.80	£9,718.80	£19,437.60	

**Your PO ref: 012910**

*To measure supply & install concealed Roller blinds. All blinds to be battery operated and made using Oxley colour Cotton Privacy material (tbc).*

**Entrance Lobby**

5 Motorised blinds	£3,811.50
Concealment boxing finished to specified RAL colour	£1,419.00

**Stairs**

3 Motorised blinds	£2,017.00
Concealment boxing finished to specified RAL colour	£851.50

*Pricing includes narrow custom boxes including cutouts and for access over stairs. Access to be provided by Apsley.*

**Pricing**

*Assumes installation within 6 months, early order is recommended to enable Grants to assist with project management. Installation period to be agreed at order stage and pricing may be subject to increase if project is delayed.*

**Main Contractors Discount**

*Has not been included, will need to add to pricing if required.*

**Payment terms**

*50% Deposit with order, remaining 50% payment 1 week prior to installation. If survey is completed, the products are ordered and installation is delayed by the client the final payment is required to be paid.*

**Deposit Amount:**      **Balance Amount:**  
£9,718.80                £9,718.80

**Grand Total:**  
£19,437.60

**Itemised ex VAT:**

Our bank details for BACS payments are:

Leigh House Solutions  
Sort code: 55-81-26 Account no: 88174085  
Old Bank Winchester Natwest  
IBAN - GB73NWBK55812688174085  
Bic/SWIFT - NWBKGB2L

For card payment please contact your Sales Designer who will send you the invoice/link to pay online.

#### **Additional Charges**

Please note that that we cannot survey until all structures that affect blind measurements are in place (e.g. plasterboard & plaster, joists, window sills, skirting boards, tiling, architrave etc.).

When the blinds are installed, all plasterboard work, floor work and decorating must be complete unless otherwise agreed in writing. In order to prevent damage to the blinds, the environment must be entirely dust free and watertight. The customer is responsible for clearing the room in which survey or installation is to take place and to allow reasonable access for work.

If any of the above is not adhered to additional charges may apply.

If any changes are made by the client after the survey, or any agreed building requirements are not put in place by the client prior to installation resulting in a problem with the products, any extra work required from this will be chargeable to the client.

#### **Access**

Access equipment for installations over 3600mm off floor level or specialist equipment is not included in the quote and will need to be provided by the main contractor.

#### **Controls and AV Integration**

Unless stated our proposal does not allow for any products to enable blinds to be controlled by a 3rd party AV control system. Pricing for this will be provided once the specified requirements are confirmed by the AV company responsible for the integration. Pricing allows for the commissioning of blinds.

#### **Blindspace Installations**

It is recommended that the blinds and the Blindspace products are ordered together to ensure that the end result can be project managed and guaranteed by Grants Blinds and not subject to change of specification that may affect the dimensions required.

Unless otherwise agreed, products are on a supply only basis following an initial guidance and/or survey by Grants Blinds. The contractor will do the installation including the Blindspace covers and not Grants Blinds. Once installed the areas around the Blindspace boxes will need to be finished off by the contractor after the install and commissioning of blinds.

Where Blindspace is ordered separately no project management or site attendance is available.

Design for inclusion of Blindspace remains the responsibility of the client or the client's representatives. Grants do offer a Blindspace installation service and can provide a quotation on a job-by-job basis.

#### **Delivery Timescales**

Blindspace: Standard profiles stocked in the UK 1-2 weeks from signed returned schedule.

Custom imported made to order profiles 8 weeks from signed returned schedule.

Blinds: 8 weeks from survey & all options confirmed by the client e.g. fabrics / RAL colours.

Please note we work to these timescales to the best of our ability, on occasion events occur outside our control that can cause delays.

#### **Main Contractors Discount**

Has not been included, will need to add to pricing if required.

#### **CIS scheme**

Blinds & curtains are not part of the CIS scheme.

**Deposit Amount:**  
**£9,718.80**

**Balance Amount:**  
**£9,718.80**

**Grand Total:**  
**£19,437.60**

**Itemised ex VAT:**

Please contact me if I can be of further assistance.

Subtotal	<b>£8,099.00</b>
VAT	<b>£1,619.80</b>
Carriage	<b>£0.00</b>
Total	<b>£9,718.80</b>

**Payment Methods:**

Our bank details for BACS payments are:

Sort code: 55-81-26 Account no: 88174085

For card payment please contact your Sales Designer who will send you the invoice/link to pay online.

All business is accepted according to our Terms and Conditions as enclosed

All goods remain the property of Leigh House Solutions Ltd until paid for in full. Reg No: 06774291 VAT No: 112 4047 66