

# WARWICK INDEPENDENT SCHOOLS FOUNDATION



**PURCHASE ORDER**

Date: 21.02.23

Order Number	F22172
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<b>SUPPLIER of GOODS / SERVICES :</b>	<b>INVOICE TO :</b>	<b>DELIVER TO :</b>	A.Hart
Leamington Blinds	Warwick Independent Schools Foundation c/o Finance Department Warwick School Myton Road Warwick CV34 6PP Tel : 01926 776400 <a href="mailto:purchases@warwickschools.co.uk">purchases@warwickschools.co.uk</a>	Estates & Operations Department Warwick Independent Schools Foundation c/o Warwick School Myton Road, Warwick CV34 6PP Tel : 01926 735455 <b>NO DELIVERIES before 09:00am or between 15:30pm-16:30pm. <u>Due to Safety of pupils using our School Bus Service</u></b>	

**DESCRIPTION of GOODS / SERVICES :** **Supplier Quotation Number :** **LB3244**

Item Description / Service Requirements	Quantity	Cost per item (EXCL. VAT)	TOTAL
Swans nest top left office - Colour snow	1.0	£ 108.60	£ 108.60
			£ -
Swans nest bottom left office W1 - Colour snow	1.0	£ 143.80	£ 143.80
			£ -
Swans nest bottom left office W2 - Colour snow	1.0	£ 108.60	£ 108.60
			£ -
Swans nest bottom right office	1.0	£ 143.80	£ 143.80
			£ -
			£ -
			£ -

**IMPORTANT INFORMATION:**  
 All pre-site compliance information (RAMS, insurances, Safeguarding) needs to be sent at least 10 working days ahead of any works commencing (unless prior arrangement due to emergency works)  
 All external contractors MUST sign-in on arrival & ensure work is signed-off as complete, before they sign-out of the site  
 Any contractors found not to be wearing their E&O issued identification; will be reported against their KPIs  
 Any E&O ID Badges not returned when leaving site; will be charged at a cost of £20 per lost badge

<b>Subtotal</b>	£ 504.80
<b>VAT</b>	£ 100.96
<b>TOTAL</b>	£ 605.76

*For office use only*  
 Quadpro Number :   
 Budget Code :

.....  
 (Budget holder or delegated signatory)

Orders over £5,000 to be authorised by Foundation Secretary  
 .....  
 (signature)