

WARWICK INDEPENDENT SCHOOLS FOUNDATION



PURCHASE ORDER

Date: 10.03.23

Order Number K22094

SUPPLIER of GOODS / SERVICES :	INVOICE TO :	DELIVER TO :
Leamington Blinds	Warwick Independent Schools Foundation c/o Finance Department Warwick School Myton Road Warwick CV34 6PP Tel : 01926 776400 purchases@warwickschools.co.uk	Estates & Operations Department Warwick Independent Schools Foundation c/o Kings High School, Banbury Road, Warwick CV34 6YE Tel : 01926 735455 NO DELIVERIES before 09:00am or between 15:30pm-16:30pm. <u>Due to safety of pupils using our school bus service</u>

DESCRIPTION of GOODS / SERVICES :

Supplier Quotation Number :

LB3340

Item Description / Service Requirements	Quantity	Cost per item (EXCL. VAT)	TOTAL
supply and fit roller blinds for King's High Reception desk as per quote	1.0	£ 127.84	£ 127.84
			£ -
			£ -
			£ -
			£ -
			£ -
			£ -
			£ -
			£ -

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.

If any contractor is found not wearing their E&O issued identification it 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.

Subtotal	£ 127.84	£ 127.50
VAT		£ 25.50
TOTAL	£ 127.84	£ 153.00

For office use only

Quadpro Number :

Budget Code :

G813

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

Orders over £5,000 to be authorised by Foundation Secretary

.....
(signature)

