

WARWICK SCHOOLS FOUNDATION



PURCHASE ORDER

Date: 20.06.23

Order Number	W22361
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SUPPLIER of GOODS / SERVICES :	INVOICE TO :	DELIVER TO :	A.Hart
Leamington Blinds, Clifford House, Montague Road, Warwick, CV34 5LW	Warwick Schools Foundation c/o Finance Department Warwick School Myton Road Warwick CV34 6PP Tel : 01926 776400 purchases@warwickschools.co.uk	Estates & Operations Department Warwick Schools Foundation c/o Warwick School Myton Road, Warwick CV34 6PP 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 :** **LB3466**

Item Description / Service Requirements	Quantity	Cost per item (EXCL. VAT)	TOTAL
Boarding House Project Roller Blinds			£ -
			£ -
Headmasters House Rooms:			£ -
Games rooms, lounge, Room 2, Room 3, room next to games room, Stairs w1, Stairs w2, Meeting room, next to room 4, room 4 - 19 blinds in total	1.0	£ 2,750.60	£ 2,750.60
			£ -
			£ -
Way House Rooms:			£ -
Bedroom 1, Bedroom 2 w1, bedroom 2 w2, bedroom 3 w1, w2 & w3, bedroom 4, bedroom 5, bedroom 6 w1 & w2, downstairs kitchen w1, w2 & w3, games room, office, skype room - 16 blinds in total	1.0	£ 2,429.68	£ 2,429.68
			£ -
			£ -

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

Subtotal	£ 5,180.28
VAT	£ 1,036.06
TOTAL	£ 6,216.34

For office use only
Quadpro Number :
Budget Code :

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 (Budget holder or delegated signatory)

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

 (signature)

