

# Purchase Order

To

**Leamington Blinds**

Clifford House  
Montague Road  
Warwick  
CV34 5LW  
FAO:

From

**Telford Junior School**

Telford Avenue  
Leamington Spa  
Warwickshire  
CV32 7HP

Delivery Address

**Telford Junior School**

Telford Avenue  
Leamington Spa  
Warwickshire CV32 7HP

Notes

Mike Hubbard

Order Number

**TJSP0708**

Order Date

**07/11/2024**

Delivery Date

Catalogue No	Quantity	Description	Unit Price	Amount (excl VAT)
	1	Faulty blinds replacement in assembly hall	815.84	815.84

<b>Nett</b>	<b>815.84</b>
<b>Discount</b>	<b>(0.00)</b>
<b>VAT</b>	<b>163.17</b>
<b>Total</b>	<b>979.01</b>

If you have any queries regarding this PO please email: [hscott@telfordjunior.co.uk](mailto:hscott@telfordjunior.co.uk). If sending goods, please put the person's name and the order number on each parcel. Telford Junior School operates a no order number, no pay policy, therefore all invoices require an order number in order to receive payment. Any invoices received without a valid order number will result in delays as it will not be processed and will be returned to the supplier unpaid. Invoices with a valid order number should be emailed to [finance@ETMAT.co.uk](mailto:finance@ETMAT.co.uk).

**Ordered By:** Richard Siviter

**Signature:**

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Authorised Signature

**Date:**

07 NOV 2024

