



# BRIGHT A BLIND

CLEANING • MAINTENANCE • REPAIRS • REPLACEMENTS

1 - 3 North Road, London N7 9HA  
Telephone: 020 7700 6000 Fax: 020 7700 6303  
Email: sales@brightablind.com  
www.brightablind.com

## PURCHASE ORDER

PURCHASE ORDER NO. / 205388

SUPPLIER: Rainbow Blinds  
61 Canyon Road  
Excelstor Park  
Wishaw  
ML2 0EB

DELIVER TO: Unit 6  
1 - 3 North Road  
London  
N7 9HA

DATE	OUR REF	JOB NO	A/C No	ORDERED BY	DELIVERY	TERMS
10th February 2020	TSG Ltd	203240	R042	Michelle Pearce	10th February 2020	30 Days Net
QTY	STOCK No. / DESCRIPTION	UNIT PRICE		TOTAL		
1	Survey.	£45.00		£45.00		
1	To install 6x Roller blinds (Palette White) and Re-install 2x Blinds.	£1,176.00		£1,176.00		

TOTAL NUMBER OF ITEMS: 2 PAGE TOTAL: 0 TOTAL £1,221.00

NOTES. Based on attached quote, ref TSG Ltd. Please confirm install date and fitter details.  
Site details: TSG Ltd, Murdostoun House, Linnel Way, Strathclyde Business Park, Belshill, Glasgow, ML4 3RA.  
If there are any issues, please call me on 0207 697 1189 or email back in response. Thanks, Michelle.

1. No child safety measures required unless specified (no children in this area).
2. All sizes are standard controls and blind sizes unless specified otherwise.
3. Notify us immediately if you are unable to deliver as requested.
4. Our order number must appear on all invoices, packages and documentation

# Rainbow Blinds and Interiors Customer Satisfaction Sheet

CLIENT: BRIGHT A BLIND

PURCHASE ORDER NO: 205388

JOB No: RA6012

TSG Ltd, Courtney Burns, Murdostown House,  
Lunnet Way, Sharncliffe Business Park, Belshill

WORKS CARRIED OUT: TSG LTD / CONFERENCE ROOM

6 NEW Roller BUNDS

2 REPAIRS

\* Make sure BAR Paperwork signed off \*

Also please read attached email re: panel room

CARRIED OUT BY:

Complete

DATE:

I CONFIRM THE ABOVE WORKS HAVE BEEN CARRIED OUT TO MY SATISFACTION

NAME .....

SIGNATURE .....

POSITION .....

DATE .....

WORKS OUTSTANDING YES/NO  
DETAILS:



**Allison Swankie**

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**From:** Michelle Pearce <michelle@brightablind.com>  
**Sent:** 18 February 2020 10:50  
**To:** Allison Swankie  
**Subject:** RE: TSG Ltd 203240 Purchase Order : 2053388  
**Attachments:** JobSheet.pdf; MakeItSafeComplianceFormEmail.pdf

Good Morning Allison,

Please find attached the job sheet for the engineer(s) to attend TSG Ltd, Murdostoun House, Linnet Way, Strathclyde Business Park, Belshill, Glasgow, ML4 3RA on Wednesday 19<sup>th</sup> February.

Please note: **Conference room is booked out in AM, please do this room last.**

**Please print off each jobsheet and provide a copy to your fitter. The fitter must fill in details of all works carried out and completed in fitter's comment box with your arrival and departure times on-site. This must be signed & dated by the Client (if unavailable, then to be completed by the engineer) at the bottom of the sheet.**

Should the Client request a copy, then they can take a photocopy on-site. Or once we've received the completed job sheet back from yourselves (within 24 hours), we can forward a copy to the Client.

Upon return of the completed, signed, dated and time-stamped jobsheet(s), then we can proceed with payment of invoice in relation to this job.

Thank you and I look forward to hearing back from you.

Kind Regards,

Michelle Pearce  
*Operations & Logistics Administrator*  
**BRIGHT A BLIND LIMITED / BAB PROJECTS**  
Switchboard: 020 7700 6000  
DDI: 020 7697 1189  
Fax: 020 7700 1194  
Email: [michelle@brightablind.com](mailto:michelle@brightablind.com)  
Web: [www.brightablind.com](http://www.brightablind.com) / [www.babprojects.com](http://www.babprojects.com)

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**JOB SHEET**

JOB NO: 203240/ 01 MIP  
 OUR REF: E200382  
 YOUR REF: PO PR-0155  
 COMPANY: TSG Ltd  
 ADDRESS: Q11, Quorum Business Park  
 Benton Lane  
 Newcastle Upon Tyne  
 NE12 8BU  
 SITE CONTACT: Courtney Burns  
 SITE PHONE:  
 TELEPHONE: 0191 256 9081  
 SITE MOBILE: 03332 200777

ACCOUNT EXECUTIVE: CHE

**JOB DESCRIPTION:**

PLEASE SEE ATTACHED SURVEY AND RISK ASSESSMENT TO THIS JOB SHEET. IN ITS ABSENCE PLEASE REFER TO THE GENERIC KEPT IN YOUR VAN AND REPORT IT TO YOUR LINE MANAGER.

To install 6x Roller blinds and Re-install 2x Blinds.

Location: Conference room, Sales room and Support room.

\*\*Conference room is booked out in AM, please do this room last\*\*

TIME ON SITE:  
 DATE: 19/02/20

SITE ADDRESS/LOCATION:

TSG Ltd  
 Murdostoun House, Linnet Way  
 Strathclyde Business Park  
 Belshill  
 Glasgow  
 ML4 3RA

SUPERVISOR: John Bell  
 TEAM:  
 Martin Struthers

FITTERS COMMENTS:

DRIVER: VEHICLE REG NO: SK66 KYV  
 TIME IN: TIME OUT: 13:30  
 PARKING COST:

\* PLEASE TAKE PHOTOGRAPHS TO EVIDENCE ANY PROBLEMS OR ISSUES THAT MAY ARISE ON SITE \*

SITE ACCESS: <input checked="" type="checkbox"/>	PARKING: <input checked="" type="checkbox"/>	GOODS LIFT:
POSITION:	WINDOW ACCESS: <input checked="" type="checkbox"/>	DESK: %
LADDERS: <input checked="" type="checkbox"/>	ACCESS EQUIPMENT:	TROLLEY ACCESS:
REMOVE BLINDS: <input checked="" type="checkbox"/>	FIXING: <i>Plasterboard/metal</i>	ASBESTOS: <input checked="" type="checkbox"/>
SURFACE:	FITTING HEIGHT: <i>2100mm</i>	BRACKET TYPE: <i>System 40</i>

**ADDITIONAL ESTIMATE REQUESTED:**

LOCATION	TYPE BLIND	WIDTH mm	DROP mm	QTY	SLAT/LOUV WIDTH	FABRIC COLOUR	HEIGHT	FIXING	MIS Y/N	LFT/RT CNTRL
<i>TSG</i>	<i>rollers</i>								<i>Y / N</i>	
									<i>Y / N</i>	
									<i>Y / N</i>	

**CUSTOMER APPROVAL:**

WE ARE SATISFIED WITH THE WORK / SERVICE CARRIED OUT AS PER OUR ORDER

PRINT NAME: *LINDA THOMPSON*  POSITION: *Administrator*  
 SIGNED:  *Linda Thompson*  DATE: *19/2/20*

\*\*\*\*\* NB: 'MAKE IT SAFE' APPLICABLE, PLEASE ENSURE FORM IS SIGNED AND ATTACHED TO STATE BLINDS COMPLY \*\*\*\*\*

\* ALL JOB SHEETS MUST BE RETURNED TO THE OFFICE WITHIN 24 HOURS FROM THE DATE OF ISSUE \*