

KC1795

INVOICE NUMBER 41704 P/F

RAINBOW JOB NUMBER RA6117

PURCHASE ORDER NUMBER Proforma

QS Tom Noakes

SITE MANAGER \_\_\_\_\_

INVOICE ADDRESS

Bournes of London Projects Ltd.

Unit 201, The Foundry

154-156 Blackfriars Road

London

SF1 8EN

DELIVERY ADDRESS

Capella Building

9th floor

Glasgow

To collect 12 nr roller blinds, alter sizes

and re-install

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APPLICATIONS SENT \_\_\_\_\_

RAMS \_\_\_\_\_

O&M'S \_\_\_\_\_

ADDITIONAL INFORMATION

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

TENDER SUM £ 780.00

AGREED MCD 0 %

ORDER RECEIVED \_\_\_\_\_

## Allison Swankie

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**From:** Tom Noakes <tom@bolp.co.uk>  
**Sent:** 17 July 2020 14:41  
**To:** Stephen Boyce  
**Cc:** Contracts; Allison Swankie; Tony Stokes; Laura Saville  
**Subject:** RE: 9th Floor, Capella Building, Glasgow

Hi Stephen,

Okay that's great, could you send through a pro forma invoice please and we'll get that paid.

Many thanks,

Tom

**Tom Noakes**  
**Project Assistant**

# BOURNES OF LONDON PROJECTS LTD

## Commercial Interior Fit-Out & Refurbishment

### Bournes of London Projects Ltd

Unit 201  
The Foundry  
154-156, Blackfriars Road  
London  
SE1 8EN  
Tel: 0207 680 7151  
Mob:0779 267 5591  
Fax:0207 680 7157  
Email:tom@bolp.co.uk  
Web: [www.bolp.co.uk](http://www.bolp.co.uk)



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BOURNES OF LONDON PROJECTS LIMITED: REGISTERED IN ENGLAND 05155302.

**From:** Stephen Boyce <stephen@rainbow-blinds.com>

**Sent:** 17 July 2020 14:28

**To:** Tom Noakes <tom@bolp.co.uk>

**Cc:** Contracts <Contracts@rainbow-blinds.com>; Allison Swankie <allison@rainbow-blinds.com>; Tony Stokes <tony@bolp.co.uk>

**Subject:** RE: 9th Floor, Capella Building, Glasgow

Hi Tom,

Yes, we can accept payment by card.

Best Regards

Stephen Boyce | Contracts Manager

m. 07917 739495

e. [stephen@rainbow-blinds.com](mailto:stephen@rainbow-blinds.com)

dd. 01698 353021

Rainbow Blinds

61 Canyon Road, Excelsior Park,

Wishaw, ML2 0EG

t. 01698 351 888 f. 01698 351 999

w. [www.rainbow-blinds-and-interiors.co.uk](http://www.rainbow-blinds-and-interiors.co.uk)

**Rainbow**  
 **Blinds**



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**From:** Tom Noakes <tom@bolp.co.uk>

**Sent:** 17 July 2020 14:19

**To:** Stephen Boyce <stephen@rainbow-blinds.com>

**Cc:** Contracts <Contracts@rainbow-blinds.com>; Allison Swankie <allison@rainbow-blinds.com>; Tony Stokes <tony@bolp.co.uk>

**Subject:** RE: 9th Floor, Capella Building, Glasgow

Hi Stephen,

My apologies I understand now.

All brackets and fittings are on site with the blinds yes.

Do you accept payment by card?

Many thanks,

Tom

**Tom Noakes**  
Project Assistant

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**Fax: 0207 680 7157**

**Email: [tom@bolp.co.uk](mailto:tom@bolp.co.uk)**

**Web: [www.bolp.co.uk](http://www.bolp.co.uk)**



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BOURNES OF LONDON PROJECTS LIMITED: REGISTERED IN ENGLAND 05155302.

**From:** Stephen Boyce <[stephen@rainbow-blinds.com](mailto:stephen@rainbow-blinds.com)>

**Sent:** 17 July 2020 14:16

**To:** Tom Noakes <[tom@bolp.co.uk](mailto:tom@bolp.co.uk)>

**Cc:** Contracts <[Contracts@rainbow-blinds.com](mailto:Contracts@rainbow-blinds.com)>; Allison Swankie <[allison@rainbow-blinds.com](mailto:allison@rainbow-blinds.com)>; Tony Stokes <[tony@bolp.co.uk](mailto:tony@bolp.co.uk)>

**Subject:** RE: 9th Floor, Capella Building, Glasgow

Hi Tom,  
Further to your email, we can confirm that there will not be a reduction in the cost as we still require to call to site to survey for the new blind sizes and to uplift the blinds from site, when we return to site we shall require to refit the blinds, when you removed the blinds did you take down the brackets and store with the blinds.

Best Regards

Stephen Boyce | Contracts Manager

m. 07917 739495

e. [stephen@rainbow-blinds.com](mailto:stephen@rainbow-blinds.com)

dd. 01698 353021

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**Rainbow**  
 **Blinds**



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**From:** Tom Noakes <[tom@bolp.co.uk](mailto:tom@bolp.co.uk)>

**Sent:** 17 July 2020 13:24

**To:** Stephen Boyce <[stephen@rainbow-blinds.com](mailto:stephen@rainbow-blinds.com)>

**Cc:** Contracts <[Contracts@rainbow-blinds.com](mailto:Contracts@rainbow-blinds.com)>; Allison Swankie <[allison@rainbow-blinds.com](mailto:allison@rainbow-blinds.com)>; Tony Stokes <[tony@bolp.co.uk](mailto:tony@bolp.co.uk)>

**Subject:** RE: 9th Floor, Capella Building, Glasgow

Hi Stephen,

Its been a while I hope you are well!

In order to facilitate the build, we ended up taking the blinds down ourselves. So they are set aside on site ready for you to alter the sizes.

If you could please amend your quote to reflect this, I will get you an order today.

Could you also confirm your availability for next week please?

Many thanks,

Tom

Tom Noakes  
Project Assistant

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BOURNES OF LONDON PROJECTS LIMITED: REGISTERED IN ENGLAND 05155302.

**From:** Stephen Boyce <[stephen@rainbow-blinds.com](mailto:stephen@rainbow-blinds.com)>

**Sent:** 04 February 2020 08:40

**To:** Tom Noakes <[tom@bolp.co.uk](mailto:tom@bolp.co.uk)>

**Cc:** Contracts <[Contracts@rainbow-blinds.com](mailto:Contracts@rainbow-blinds.com)>; Allison Swankie <[allison@rainbow-blinds.com](mailto:allison@rainbow-blinds.com)>

**Subject:** FW: 9th Floor, Capella Building, Glasgow

Hi Tom,  
Further to the email received below, the existing blinds could be removed and altered to suit the new widths once the partitions and folding walls have been installed, we would come and remove the blinds and wall brackets to allow the partition works to be carried out, once the partitions were built we would return to site to survey the new blind sizes, we would then alter the blinds and return to site to refit, all works would be programmed to suit your works schedule.

12 nr blinds to be removed and altered £780.00 plus Vat

The above cost would not include the replacement of any damaged or broken parts that may be required.

Best Regards

Stephen Boyce | Contracts Manager

m. 07917 739495

e. [stephen@rainbow-blinds.com](mailto:stephen@rainbow-blinds.com)

dd. 01698 353021

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# Rainbow Blinds



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**From:** Matthew J Cotterill <[Matthew.Cotterill@louvolite.com](mailto:Matthew.Cotterill@louvolite.com)>

**Sent:** 03 February 2020 11:08

**To:** Stephen Boyce <[stephen@rainbow-blinds.com](mailto:stephen@rainbow-blinds.com)>

**Cc:** [tom@bolp.co.uk](mailto:tom@bolp.co.uk); Janet Dunn <[Janet.Dunn@louvolite.com](mailto:Janet.Dunn@louvolite.com)>; Paul Mullan <[Paul.Mullan@louvolite.com](mailto:Paul.Mullan@louvolite.com)>

**Subject:** FW: 9th Floor, Capella Building, Glasgow

Hi Steve,

Hope you are well?

Please see below and attached information for blinds required for a project in Glasgow for Bournes of London.

I have contacted Tom Noakes at Bournes and he is happy for me to pass you the details.

Can you please look at this and contact Tom directly?

[tom@bolp.co.uk](mailto:tom@bolp.co.uk)

Thanks,

Mat

---

**From:** Janet Dunn  
**Sent:** 03 February 2020 09:57  
**To:** Paul Mullan; Matthew J Cotterill  
**Subject:** FW: 9th Floor, Capella Building, Glasgow

Who would you like me to pass this on to ??

---

**From:** Orders  
**Sent:** 03 February 2020 09:55  
**To:** Janet Dunn  
**Subject:** FW: 9th Floor, Capella Building, Glasgow

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**From:** Tom Noakes [<mailto:tom@bolp.co.uk>]  
**Sent:** 03 February 2020 09:53  
**To:** Orders  
**Subject:** 9th Floor, Capella Building, Glasgow

Good morning,

My names is Tom Noakes and I work for a company called Bournes of London Projects. We will be fitting out the 9<sup>th</sup> floor of the Capella building in Glasgow.

Please see the proposed layout attached (area highlighted in blue), as part of our works will be building meeting rooms along the top set of windows. Where we have to build off the window mullions we will need to replace the existing blinds with smaller size blinds to suit the new layout.

Please also see attached photos of the existing blinds for your reference.

I would like obtain a quote for 12 replacement blinds, finish to match the existing. If a survey is required to quote, please let me know and I can arrange it with the building.

Many thanks,

Tom

**Tom Noakes**  
**Project Assistant**

# **BOURNES OF LONDON PROJECTS LTD**

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Orders  
Order Office



**A:** Louvolite. Ashton Road, Hyde, Cheshire, SK14 4BG  
**T:** +44 (0)161 882 5050  
**F:** +44 (0)161 882 5059

**W:** [www.louvolite.com](http://www.louvolite.com)

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# Rainbow Blinds and Interiors Customer Satisfaction Sheet

CLIENT: Bournes of London Projects Ltd  
 PURCHASE ORDER NO: Proforma  
 JOB No: RA6117  
 Capella Building, 9th Floor, Glasgow.

WORKS CARRIED OUT:  
 Collected 12 nr roller blinds  
 Get sizes for cutting down.

CARRIED OUT BY:  
 DATE:

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

NAME ..... Complete .....

SIGNATURE .....

POSITION .....

DATE .....

WORKS OUTSTANDING  YES/ NO  
 DETAILS: Re-install Rollers.

9TH FLOOR CAPELLA-BUILDING  
CUT DOWNS

1430

1430

1430

1430

1430

1430

1430

1430

1430

1430

1430

1430