

UN KLSJL

RAINBOW BLINDS AND INTERIORS JOB SHEET

INVOICE NUMBER 39968

RAINBOW JOB NUMBER RA5731

PURCHASE ORDER NUMBER 1100815/61343

QS Karen Buchanan

SITE MANAGER _____

INVOICE ADDRESS
SPIE

DELIVERY ADDRESS
Larkhall Academy
Broomhill Road
Larkhall
ML9 1QN
SO14

To collect roll box, change mechanism and re-install

APPLICATIONS SENT _____

RAMS _____

O&M'S _____

ADDITIONAL INFORMATION

TENDER SUM £ 185.00

AGREED MCD 0 %

ORDER RECEIVED _____

Allison Swankie

From: slshelpdesk <sls.helpdesk@spie.com>
Sent: 10 May 2019 09:29
To: Allison Swankie; Contracts
Cc: AITKEN Carolanne; XAVIER CUANGO; KILPATRICK James
Subject: FW: 190509 SLSHelpdesk - LC 1804 Larkhall Blind Mechanism
Attachments: 1311849.pdf; Rainbow PO.pdf

Good Morning Allison

Please see attached your new task and PO, please advise when you can attend please?

Thanks

Karen

Karen Buchanan
Facilities Administrator
Telephone: 08700 345555
DDI: 0141 613 7406

<mailto:karen.buchanan@spie.com>

Spie Limited

2nd Floor, One Rutherglen Links, Rutherglen Links Business Park, Rutherglen, Glasgow, G73 1DF
www.spieuk.com

From: AITKEN Carolanne
Sent: 09 May 2019 13:46
To: slshelpdesk <sls.helpdesk@spie.com>; BUCHANAN Karen <karen.buchanan@spie.com>
Cc: CUSACK adam <adam.cusack@spie.com>; KILPATRICK James <james.kilpatrick@spie.com>
Subject: 190509 SLSHelpdesk - LC 1804 Larkhall Blind Mechanism

Afternoon

As per below can we please raise an LC Task No/PO and assign the works to Rainbow Blinds with a due date of 6 June 2019?

Name of Contractor

Rainbow Blinds

Price

£185.00

Route for Recovery

Processed through Lifecycle

Authorisation from the Client

Approved by Robert Blackwood (Imagile)

Location

Larkhall S014

Description of Scope of Works

Works to include:

1 x Blackout blind - Unable to lower or raise correctly, cog/chain is faulty - new mechanism required.
All waste materials to be removed from site with waste transfer note completed to allow for this.

H&S Documentation

RAMS are already on site for works of this nature.

Programme

To be completed by 6 June 2019.

Reference to Over-Arching Agreement Terms

All works will be carried out under the terms and conditions contained within the over-arching sub-contract agreement signed on 15/01/18.

Thanks

Carolanne



Carolanne Aitken

Lifecycle/PPM Co-ordinator

Mobile : 07875 877014

Email : carolanne.aitken@spie.com

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Purchase Order

**Name of supplier:**

Rainbow Blinds & Fabrics Limited (TR)

54 Canyon Road

Excelsior Road

Wishaw

ML2 0EG

Order No. M00815/61343**Order Date:** 10 May 2019**Contract Ref:** M00815**Contract Name:** South Lanarkshire Schools (PFI)**Delivery address:** Larkhall AcademyBroomhill Road
Larkhall.ML9 1QN

Please supply and deliver the following:

Part Code/Description	Qty	Unit Rate	Disc. %	VAT	Total	Delivery Date
Project Works - Refurbishment	1	£185.00	£0.00	£37.00	£185.00	17/05/2019

Name of Contractor

Rainbow Blinds

Price

£185.00

Route for Recovery

Processed through Lifecycle

Authorisation from the Client

Approved by Robert Blackwood (Imagile)

Location

Larkhall S014

Description of Scope of Works

Works to include:

1 x Blackout blind - Unable to lower or raise correctly,
cog/chain is faulty - new mechanism required.All waste materials to be removed from site with waste
transfer note completed to allow for this.

H&S Documentation

RAMS are already on site for works of this nature.

Programme

To be completed by 6 June 2019.

Reference to Over-Archiving Agreement Terms

All works will be carried out under the terms and
conditions contained within the over-arching sub-
contract agreement signed on 15/01/18.

THE TOTAL ORDER VALUE CANNOT BE EXCEEDED.

Total NET: £185.00

Total VAT: £37.00

Total Order Value: £222.00

Date Required: 17/05/2019

All invoices and credit notes to be sent to: financespieuk@spie.com

All queries in respect of this order to be sent to: sls.helpdesk@spie.com

Payment:

- 1.From 1 April 2015 SPIE standard payment terms are end of the invoice month plus 60 days, subject to the terms and conditions attached.
- 2.All invoices and credit notes must quote the order number in full and the place of delivery of goods/services.
- 3.All invoices and credit notes should be addressed and sent in duplicate to : -Accounts Department, SPIE Limited, 2nd Floor, Gracechurch Street, London, EC3V 0BT. A detailed statement should be sent to this address by the 25th of each month.
- 4.An advice note must be forwarded to the site immediately the goods are dispatched.

Conditions:

Only orders on this form, signed by an authorised person will be recognised by the Company. Unless expressly agreed otherwise in writing with the Company, this Order is subject to the attached

SPIE Limited Terms and Conditions – Ref: April 2015, Version 1,(copies of which are also available on request) and these conditions will apply notwithstanding the terms of any order acknowledgment, subsequent correspondence or other documentation that you may provide to SPIE Limited. SPIE Limited staff are only authorised to sign for deliveries on the basis that the conditions of this order prevail.

SPIE Limited
33 Gracechurch Street
London
EC3V 0BT
Tel 020 7105 2300
Fax 020 7105 2446

Registered office
2nd Floor
Gracechurch Street
London
EC3V 0BT
Registered in England no. 6275653

VAT No.945 7811 89

BREAKDOWN JOB CARD

Work Instruction Job No: 1311849



Priority: P5

Reported Date: 09 May 2019 13:46

Attend By:

Respond By:

Complete By: 06 June 2019 23:59

Assigned to: Rainbow Blinds & Fabrics Limited

Email:

Scheduled for: 10/05/2019 09:26:00

From Site: South Lanarkshire Schools

Building Type:

From Floor: 02 Science 4

From Building: Larkhall Academy

From Room No: S014

Address: Broomhill Road
Larkhall

Postcode: ML9 1QN

Problem: Project Works - Refurbishment

1 x Blackout blind - Unable to lower or raise correctly, cog/chain is faulty - new mechanism required.

Asset:

H&S Task: NO

Description:

Issued On: 10 May 2019 09:26

Serial No.:

Discipline: Fabric TECHN

Category: Works

Reported By: SLS Larkhall

Phone: 01698 889910

COMPLETION DETAILS

Site staff: IF REQUIRED A RISK ASSESSMENT MUST BE CARRIED OUT SUBCONTRACTORS ARE NOT TO BE USED WITHOUT PRIOR NOTIFICATION ALL PERSONS ATTENDING THE SITE MUST BE SITE INDUCTED

When a job is COMPLETE a fully completed jobcard must be sent to sls.helpdesk@spie.com

Any queries please contact 08700345555

Contractors: Contractors must be in possession of their Task Specific Risk Assessments and Method statements on arrival at site. Contractors must be prepared to complete on the spot assessments and have these reviewed by SPIE site staff before being permitted to commence work.

PAYMENTS WILL NOT BE MADE UNLESS A SIGNED AND COMPELTED JOBCARD IS RETURNED TO THE HELPDESK AND COPY ATTACHED TO THE INVOICE

A valid purchase order number and Work Instruction number must be quoted on all invoices otherwise invoices cannot be processed

Start Date and Time	Finish Date and Time	Time Taken Normal Hours	Time Taken After Hours	Comments

Notes

BREAKDOWN JOB CARD

Work Instruction Job No: 1311849



Is asset/area safe? Yes No

Engineer Signature	Client Signature	Supervisor Signature (for all SPIE UK employees)

Estimated Cost	Actual Cost

02100119

Rainbow Blinds and Interiors Customer Satisfaction Sheet

CLIENT: SPIE
 PURCHASE ORDER NO: M00815/61343
 JOB No: RA5731
 Larkhall Academy, Broomhill Road, Larkhall,
 ML9 1QN

WORKS CARRIED OUT: SO14
 Collected Rollbox

CARRIED OUT BY: Martin & Walker.
 DATE: 27/05/19

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

NAME Anagran Angus
 SIGNATURE *[Signature]*
 POSITION FACILITIES TECHNICIAN
 DATE 27/5/19

WORKS OUTSTANDING YES/ NO
 DETAILS:
 Re-install Rollbox