

100881

RAINBOW BLINDS AND INTERIORS JOB SHEET

INVOICE NUMBER 39969

RAINBOW JOB NUMBER RA5737

PURCHASE ORDER NUMBER M00816/6/636

QS \_\_\_\_\_

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

INVOICE ADDRESS
SPIE

DELIVERY ADDRESS
Calderdent & Sanderson High
High Common Rd
St Leonards
SO10, SO14, SO18
G058 G059

To collect blinds, change 5 mechanisms to crank and re-install.

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

RAMS \_\_\_\_\_

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

ADDITIONAL INFORMATION
15/06/19.

TENDER SUM £ 925.00

AGREED MCD 0. %

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

# Purchase Order

**Name of supplier:**

Rainbow Blinds &amp; Fabrics Limited (TR)

54 Canyon Road

Excelsior Road

Wishaw

ML2 0EG

**Order No.** M00816/61636**Order Date:** 15 May 2019**Contract Ref:** M00816**Contract Name:** South Lanarkshire Schools (PFI)**Delivery address:** Calderglen & Sanderson HighHigh Common Road  
St Leonards  
East Kilbride.G74 2LP

Please supply and deliver the following:

Part Code/Description	Qty	Unit Rate	Disc. %	VAT	Total	Delivery Date
Project Works - Refurbishment	1	£925.00	£0.00	£185.00	£925.00	22/05/2019
Name of Contractor Rainbow Blinds						
Price £925.00						
Route for Recovery Processed through Lifecycle Authorisation from the Client Approved by Robert Blackwood (Imagile)						
Location Calderglen School S010, S014, S018, G058, G059						
Description of Scope of Works Works to include: 5 x Blackout blinds - Unable to lower or raise correctly, cog/chain is faulty - new mechanism required. S010 LHS S014 LHS S018 RHS G058 Middle G059 LHS						

THE TOTAL ORDER VALUE CANNOT BE EXCEEDED.

<b>Total NET:</b>	£925.00
<b>Total VAT:</b>	£185.00
<b>Total Order Value:</b>	£1,110.00
<b>Date Required:</b>	22/05/2019

**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: 1319342



Priority: P5

Reported Date: 15 May 2019 15:35

Attend By:

Respond By:

Complete By: 15 June 2019 23:59

Assigned to: Rainbow Blinds & Fabrics Limited

Email:

Scheduled for: 15/05/2019 15:35:00

From Site: South Lanarkshire Schools

Building Type:

From Floor: 02 Art Graphics Room

From Building: Calderglen & Sanderson High

From Room No: S010

Address: High Common Road  
St Leonards  
East Kilbride

Postcode: G74 2LP

Problem: Project Works - Refurbishment

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

Asset:

H&S Task: NO

Description:

Issued On: 15 May 2019 16:29

Serial No.:

Discipline: Fabric TECHN

Category: Works

Reported By: SLS Calderglen

Phone: 01355 238062

### 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](mailto: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 COMPLETED JOBCARD IS RETURNED TO THE HELPDISK 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: 1319342



Is asset/area safe? Yes  No

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

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Estimated Cost	Actual Cost

# Rainbow Blinds and Interiors Customer Satisfaction Sheet

CLIENT: SPIE

PURCHASE ORDER NO: M00816/61636

JOB No: RA5737

Calderglen & Sanderson High School, High Common Rd,  
St Leonards, G74 2LP

WORKS CARRIED OUT: S010 ✓, S014 ✓, S018 ✓, G058 ✓, G059 ✓

Collect 5 nr rollboxes.

CARRIED OUT BY: Martin Walker

DATE: 24/05/19

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

NAME ..... Jim Gibson

SIGNATURE ..... 

POSITION ..... FT

DATE ..... 24/05/19

WORKS OUTSTANDING (YES/NO)

DETAILS:

Re-install 5 nr rollboxes.