

TELEPHONE:
610277

NATIONAL MATERNITY HOSPITAL

HOLLES STREET, DUBLIN 2

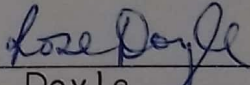
1st December, 1988.

Sr. Lucy,
St. Mary Magdalens Laundry,
Donnybrook,
Dublin 4.

Dear Sr. Lucy,

With reference to the loss of autocloths I now attach a bill for £161.00 from Clery's. This amount will be deducted from your next bill.

Yours sincerely,



R. Doyle,
Accountant.

INVOICE A057146

18/11 19 88

National Maternity Hospital

Kolles St.

Dublin 2.

CLERY'S



Clery & Co. (1941) Ltd.,
O'Connell St., Dublin 1, Ireland
Phone: 786000 Telex 33401

Registered V A T. No. BK47041

2204

14 yds 54" fabric @ £11.50

£161 00

Una Murphy

32.20 Vat

128.80 Gds

NATIONAL MATERNITY HOSPITAL

TELEPHONE
(01) 610277

FAX
766623

HOLLES STREET, DUBLIN 2

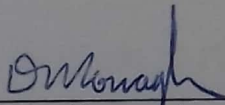
29th May, 1990.

Sister Lucy,
Donnybrook Laundry,
Irish Sisters of Charity,
Donnybrook,
Dublin 4.

Dear Sister Lucy,

Enclosed please find a quotation for our laundry requirements for the next twelve months. On the form I have given an estimate of how many items have to be laundered per year. Could you please send your prices to the undersigned as soon as possible.

Yours sincerely,



Danny Monaghan,
Purchasing Officer.



Sisters of Charity Laundry

DONNYBROOK, DUBLIN 4

Telephone 693453

Mr. Danny Monaghan,
Purchasing Officer,
National Maternity Hospital,
Holles Street,
Dublin 2.

7th June 1990.

Dear Mr. Monaghan,

Please find our quotation regarding
laundering prices. We hope that our current
rates are acceptable to you.

We are deeply grateful for your washing
contract thus far and we hope to continue our
laundering service to you.

Yours sincerely,

Sr. Lucy O'Sullivan,
Laundry Manager.

NATIONAL MATERNITY HOSPITAL

TELEPHONE
01 610277

DUBLIN 2

QUOTATION FORM

No. 0015

Please quote this
number when replying.

Please quote before 5 June for items listed below, showing price, discount, all extra charges including packing, insurance, carriage, import duties and V.A.T. State your delivery period.

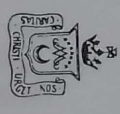
UNITS	QUANTITY	PRICE	BABYWEAR	QUANTITY	PRICE
Sheets	22,116	27p	Blankets	13,356	17p
Pillow slips	12,009	18p	Sheets	6,592	16p
Tea towels	5,020	18p	Gowns	7,200	13p
Blankets	1,816	49p			
Rollers (Towels)	12	20p			
Towels	74	18p	PRIVATE ROOMS		
Gowns	1,252	36p	Sheets	436	39p
Gowns (Lge.)	660	38p	Pillow slips	364	27p
Tops & Legs (Theatre)	1,460	36p	Bedspreads	91	66p
Coats	792	44p	Bedspreads (Baby)	153	27p
Dresses	1,924	36p			
Aprons	41	18p			
Boiler suits	24	66p			
Rompers	42	22p			
Curtains	95 lined	33p per sq. yd.			
Sheepskins	30	1.10 lge 66p sm			

PRICES INCL. 10% VAT

Purchasing Conditions Overleaf.

O'Meara
PURCHASING OFFICER

Att the Laundry,
Hoag's Sec.



The Sisters of Charity Laundry

DONNYBROOK, DUBLIN 4. TELEPHONE 693453

6th July 1989.

PRICE LIST FOR NATIONAL MATERNITY HOSPITAL, MAIN HOSPITAL.

SHEETS	25p
PILLOW CASES	17p
BLANKETS	45p
UNDER BLANKETS	36p
BEDSPREADS	45p
TEA TOWELS	17p
HAND TOWELS	17p
BATH TOWELS	19p
ROLLER TOWELS	33p
GOWNS	35p
IGR. GOWNS	33p
TOPS & PANTS	33p
DRESSES	40p
COATS	17p
APRONS	60p
BOILERSUITS	36p
DRESSING GOWNS	33p
NIGHTDRESSES	20p
ROMPERS	13p
BED PAN COVERS	60p & 1.00
SHEEPSKINS: SMALL & LARGE	17p
BAGS	30p per square yard & 50p per square
CURTAINS: LINED & UNLINED	



The Sisters of Charity Laundry

DONNYBROOK, DUBLIN 4. TELEPHONE 693453

PRICE LIST FOR NATIONAL MATERNITY HOSPITAL,
BABY WEAR.

BLANKETS	16p
SHEETS	15p
GOWNS	12p

PRIVATE SECTION.

BEDSPREADS	60p
BABY BEDSPREADS	25p
SHEETS	36p
PILLOWCASES	25p

DOCTORS RESIDENCE, NURSES RESIDENCE, MATRON, STORES, SACRISTY

SHEETS: FLAT & FITTED	45p & 55p
PILLOWCASES	30p
BLANKETS	1.50
UNDER BLANKETS	1.25
BEDSPREADS	1.25
TEA TOWELS	30p
HAND TOWELS	30p
BATH TOWELS	40p
BATH MATS	30p
ROLLER TOWELS	40p
COATS	80p
VEILS	35p
LOCKER TOPS	50p
TABLECLOTHS	30p per square yard
CURTAINS: LINED & UNLINED	50p & 30p per square yard
FURNITURE COVERS	75p upwards
ALTAR CLOTHS: SM., MED., LGE.	60p, 90p. 1.20
FINGER TOWELS & PURIFIERS	23p
CORPORALS & AMICES	36p
ALBS	1.10



The Sisters of Charity Laundry

DONNYBROOK, DUBLIN 4. TELEPHONE 693453

National Maternity Hospital,
Holles Street,
Dublin 2.

Laundry charges as on the 23rd June 1992.

LONG SHEET	25P
DRAW SHEET	25P
PILLOWSLIP	17P
BLANKET	45P
TEA TOWEL	17P
HAND TOWEL	17P
BATH TOWEL	19P
THEATRE GOWN	33P
THEATRE TOP	33P
THEATRE LEG	33P
THEATRE DRESS	33P
PATIENT GOWN	33P
WHITE COAT	40P
COT SHEET	15P
COT BEDSPREAD	16P
BABY BLANKET	16P
BABY QUILT	16P
BABY SHEET	15P
BABY PILLOW SLIP	12P
BABY PILLOW	12P
BABY GOWN	12P
BABY ROMPER	12P

ALL BODY WEAR IS PRESSED
PRICES EXCLUDE 16% V.A.T.



Sisters of Charity Laundry

DONNYBROOK, DUBLIN 4

Telephone 693453

Mr. Hughes,
Laundry Manager,
National Maternity Hospital,
Holles Street,
Dublin 2.

25th August 1992.

Dear Mr. Hughes,

Please find enclosed Credit Note for articles not correctly processed from the months of June and July '92.

We will make every effort in the future to ensure your laundry will be returned in the correct fashion.

Yours faithfully,

Secretary.



The Sisters of Charity Laundry

DONNYBROOK, DUBLIN 4. TELEPHONE 693453

National Maternity Hospital,
Holles Street,
Dublin 2.

25th August 1992.

CREDIT NOTE

CREDIT FOR ARTICLES INCORRECTLY PROCESSED

June	23	4.45
	24	2.40
July	7	1.43
	10	1.63
	21	3.46
	23	2.25
	29	5.46

		21.08
VAT @ 16%		3.37

TOTAL CREDIT:		£24.45
		=====

29/7/92 Linen not Washed Properly

Return To Donnybrook

11 Lamp Sheet 2.75

3 Draw Sheet 75

4 Bed Blanket 1.80

1 Baby Blanket $\frac{16}{25.46}$

Draw Shrub #

23/7/92

Linen Not Washed Properly

Return To Donnybrook

9 Only Draw Sheets £2.25

6 Baby Blankets

21/7/92

Linens not Washed Properly

Return To Donnybrook

10 Long Sheet

2.50.

6 Baby Blankets

1.96
13.46

10-7-92

Linens Not Washed Properly

Returned To Donnybrook

1 Bed Blanket

45

2 Long Sheet

50

4 Pillow Cases

68

£1.63

Date 7-7-92

Sorted Linen not Washed Properly

Returned to Donnybrook

4 Pillow Cases

68

3 Draw Sheets

15 (25) 12-00

£1.43

Note 24-6-92.

Returns To Donnybrook

Soiled Linen not Washed Properly

Baby Blankets	15 Units	+2.40
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3 Units	.75
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+4.45

date 23-6-92

Returns To Donnybrook

Soiled Linen Not Washed Properly

Baby Blankets	20 Units	3.20
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Draw Sheets	2 Units	50
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Long Sheets	3 Units	75
		<u>75</u>
		£4.45

NATIONAL MATERNITY HOSPITAL

Holles Street, Dublin 2. Tel: (01) 610277 Fax: 766623



PATRON:
MARY ROBINSON
PRESIDENT OF IRELAND

Attn Sr Lucy

10/8/92

Please find attached dockets for linen which have not
been processed fully. Could you send me a credit note
for these amounts as soon as possible.

Many Thanks

Regards

Martin Chubb

Laundry Manager

NATIONAL MATERNITY HOSPITAL

Holles Street, Dublin 2. Tel: (01) 610277 Fax: 766623



MASTER:
DR. PETER BOYLAN

PATRON:
MARY ROBINSON
PRESIDENT OF IRELAND

Mr. P. J. Goggin,
Sisters of Charity Laundry,
Donnybrook,
Dublin.

4th September '92

Dear Mr. Goggin,

I wish to convey my thanks on the report you did for me on the 2nd July regarding The Polyester Cot Blanket. We got the results we wanted. I am now faced with another problem. A number of high quality cotton blankets were purchased for our Merrion Wing (see sample) on 1st week of July. I have noticed that they are starting to tear at the sides, the same with the cot sheets. Could this be bad handling or faulty equipment? Could you please investigate this and let me know your finding as soon as possible.

Thanking you I remain

Yours sincerely

Martin Hughes
Laundry Supervisor



The Sisters of Charity Laundry

DONNYBROOK, DUBLIN 4. TELEPHONE 693453

September, 1992.

Mr. M. Hughes,
Laundry Manager,
National Maternity Hospital,
Holles Street,
Dublin 2.

Dear Mr. Hughes,

On receipt of your letter of the 4th instant, we examined the new cot blanket and the following are our findings.

The selvidge edge on one side of the blanket is a properly woven selvidge. While on the other side, it is merely an oversown edge. Once the oversewing thread breaks on this side, the blanket begins to unravel. This results in what you term "tearing" and is a manufacturing fault and not in any way due to maltreatment in the washing process.

Should you have any further queries please do not hesitate to contact us.

Yours sincerely,

Sister Lucy.



The Sisters of Charity Laundry

DONNYBROOK, DUBLIN 4. TELEPHONE 693453

30th September, 1992.

Dear Martin,

Just a short note, to explain the contents.

Out of the last batch of articles you returned last Friday for re-wash (and credit) we extracted what we thought might benefit from a rewash. These consisted of 3 Cotton Sheets; 4 Flan Sheets; 1 Gown and 1 Pillow-slip. They were subjected to the most rigorous treatment we dare use, and frankly, the results are not particularly rewarding. These items are wrapped in the cellophane along with a blue-stained sheet with which we can do nothing.

The other articles, tied with string, we picked out as "not possible", so we have done nothing with them, and are returning them as samples of what are beyond redemption. Along with the blue staining, another problem has arisen. It would appear to be a sticky residue left from a dressing, which is quite resistant to washing.

I will await your comments on the foregoing and in the meantime, send you my good wishes.

Regards,

Paddy (Goggin)



Sisters of Charity Laundry

DONNYBROOK, DUBLIN 4

Telephone 693453

ATT: Mr Hughes,

Please find enclosed credit note which
will be credited to your September a/c.



The Sisters of Charity Laundry

DONNYBROOK, DUBLIN 4. TELEPHONE 693453

National Maternity Hospital,
Hollies Street,
Dublin 2.

14th September 1992.

CREDIT NOTE

CREDIT FOR ARTICLES INCORRECTLY PROCESSED - AUGUST

WEEK ENDING	7/8/92	10.91
	14/8/92	13.21
	21/8/92	9.65
	29/8/92	11.18
	----	----
		44.95
VAT @ 16%		7.19

TOTAL CREDIT		£52.14
		=====

Items not Laundered Properly⁸
from 1st Aug to 7th August

11 Long Sheets 2.75

7 Blankets 3.15

4 Baby Blankets 64

8 Draw Sheets 2.00

12 Pillow Cases 2.04

1 Gown 33
£10.91

Returned to Derryghra

Marie Doyle

Items not Laundered Properly
From 8th Aug to 14th Aug

23 Long Sheet

575

12 Draw Sheet

300

6 Bed Blanket

270

8 Baby Blanket

128

1 Baby Sheet

15

1 Gown

33

113.21

Relieve By

Mark Joseph

From 17th to 21st August
 not Laminated Properly

16 Long Sheets	4.00
10 Draw Sheet	2.50
9 Baby Blanket	1.44
2 Quins	66
4 Cot Sheet	60
1 Bed Blanket	<u>45</u>
	19.65

Returned to Pennington

Mob 1/1/12

London Not Laminated Property
 From 22nd August To 29 August

14 long sheet	3.50
8 Draw sheet	2.00
8 Baby sheet	1.20
6 Bed Blanket	2.70
1 Counter Pane (Cot size)	25
9 Piller Cars	<u>1.53</u>
	£11.18

Returned to Donnybrook

Mark Telfer
 Laundry Manager

NATIONAL MATERNITY HOSPITAL

Holles Street, Dublin 2. Tel: (01) 610277 Fax: 766623



PATRON:
MARY ROBINSON
PRESIDENT OF IRELAND

22nd April, 1992.

Accountant,

Re: Accounts Procedures

Dear Sir,

From a review of accounts practises and procedures at the National Maternity Hospital, it is apparent that a number of common areas are giving rise to problems in accounts processing which adversely affects stock control and budgetary reporting at Hospital level and consequently results in payment delays to suppliers.

In order to streamline the accounts process with a view to creating a better efficiency aimed at speedier payments the following areas need to be addressed immediately.

INVOICE ADDRESS

All invoices are payable directly from the Creditors Department and for this reason it is imperative that "Creditors Department" appears clearly on all invoices. Invoices incorrectly or insufficiently addressed may not be delivered to the Accounts Officer and consequently difficulties arise at payment processing stage. In cases where original invoices do not reach the intended destination, copies have to be required and processing of these can sometimes lead to control difficulties.

INVOICE PRICE

Price discrepancies arise from time to time between the contracted price and invoice price and this, if not detected on time, gives rise to stock and budgetary control problems. Subsequent payment processing is also affected. The price charged on an invoice should always correspond with the contract price.

INVOICE ISSUE

Invoices should be received at the earliest possible time after the receipt of goods in order that all entries may be checked while receipt of goods documentation is "live" on the system. The official Hospital Purchase Order number should be quoted on the

invoice to facilitate speedy processing. At the present time we are encountering some delays regarding the receipt of invoices - this may be partly due to invoice address as mentioned above.

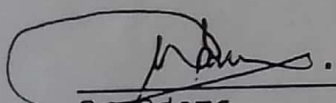
CREDIT NOTES

Where overpricing on invoice occurs it is necessary, in accordance with Hospital Financial Regulations and to facilitate computer processing, to receive appropriate credit notes to counter balance incorrect entries. Credit notes should be issued to correspond with each individual purchase order and not on a general basis to cover, say, a month's account.

It is the practise with some suppliers, owing to system configuration, to issue credit notes only on a monthly basis. This consequently delays payment processing here and restricts somewhat the processing of accounts on a regular and planned basis. In such cases "manual" credit notes should be issued and, as with all supplier documentation, should clearly indicate our Purchase Order number.

I look forward to your co-operation in regard to the above issues and indeed if you wish to discuss any aspect please do not hesitate to contact Mrs. Linda Mulligan, Accounts Officer or the undersigned.

Yours sincerely,



G. Adams.
Purchasing Officer.



The Sisters of Charity Laundry

DONNYBROOK, DUBLIN 4. TELEPHONE 693453

Mr. Martin Hughes,
Laundry Manager,
National Maternity Hospital,
Holles Street,
Dublin 2.

2nd July 1992.

Dear Mr. Hughes,

Thank you for the sample Polyester Cot Blanket. This has been washed, on its own, on the following formula:

OPERATION	DIP.	TEMPERATURE	TIME	ADDITIONS
Break Wash	7"	Cold	5mins.	Prewash
1st Wash	5"	Cold to 40°C	7mins.	Clax 100 to lather
2nd Wash	3"	60°C	10mins.	Clax 100 to lather
1st Rinse	9"	Cold	2mins.	
2nd Rinse	11"	Cold	2mins.	
3rd Rinse	14"	Cold	1mins.	

As you will see, there is a vast improvement in the sample, though the beginning of pilling can be detected. We suspect that this pilling will get progressively worse with continued use and washing.

We have legislated here for separating the polyesters from the others, and will treat these former ones in the milder process. The results will be carefully watched and we will keep you informed of our findings.

Assuring you of our best attention at all times, we remain,

Yours sincerely,

P. J. GOGGIN.



The Sisters of Charity Laundry

DONNYBROOK, DUBLIN 4. TELEPHONE 693453

Mr. Martin Hughes,
Laundry Manager,
National Maternity Hospital,
Holles Street,
Dublin 2.

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Yours sincerely,

P. J. GOGGIN.

NATIONAL MATTER DITY

HOSP. HOUSES ST. CORRESPONDANCE