



Department for  
Communities and  
Local Government

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MICROSOFT LTD  
MICROSOFT CAMPUS  
THAMES VALLEY PARK  
READING  
BERKSHIRE  
RG6 1WG

Your vendor number with us  
445402

**Purchase order : 4500334024**

PO number / date - please quote in all correspondence  
4500334024 / 1000 / 28.06.2017

Helpdesk Telephone / Requestor's Name

0303 44 42300 [REDACTED]

Our VAT Registration Number:

GB888848043

Unless otherwise agreed this purchase order is subject  
to the terms and conditions that can be found on the  
following internet page:

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/73182/2020720.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/73182/2020720.pdf)

Delivery date: 28.06.2017

**DCLG Purchase order : 4500334024**

**INVOICING INSTRUCTIONS**

Please forward your invoice, which must quote our purchase order number, to the address shown below. Failure to comply with this instruction might result in payment being delayed.

We can now also accept your invoice electronically. Send your invoice and any attachments as a pdf or tiff file to the following email address:-

**CLGInvoices@communities.gsi.gov.uk**

Only 1 invoice per email please.

DCLG FSSD CP2P Team  
4th Floor  
High Trees  
Hillfield Road  
Hemel Hempstead  
HP2 4XN

Item	Order qty	Unit	Price per unit	Net value	Curr
00010	230,000	each	1.00	230,000.00	GBP
Microsoft Premier Support Agreement Order against contract CPD4118037 Item 00010					
Total net value excl. tax				230,000.00	GBP

If you are not already doing so, would you prefer to have future Purchase Orders sent directly to an email address? If so please send the email details to the following email address quoting the vendor number shown above:-  
[REDACTED]