



Home Office

PO Reference	HME
Order Date	
Change Order Date	
Revision	0
VAT No	

D DAY CLEANING SOLUTIONS & CARPET FRESH 2 PEARTREE COTTAGES FRESHFIELD LANE SALTWOOD HYPHE KENT CT21 4QQ		Ship To	
Send Invoice To	Please send your invoices via email to: HOSupplierinvoices@homeoffice.gov.uk	Order Contact	For any queries relating to this order please contact:

Notes to Supplier

For any queries regarding invoicing or payment, please contact the Shared Service Centre by emailing hossc.metis.finenquiries@metis.homeoffice.gov.uk or call on 03450 100122.

Please ensure to quote the PO reference on all correspondence.

Please supply the goods/services listed below in accordance with the Home Office standard terms and conditions unless superseded by specific contract terms and conditions.

<https://www.gov.uk/government/publications/short-form-terms-and-conditions>

If you are unable to submit invoices by email, please send invoices via post to:

Accounts Payable

Home Office

HO Box 5015

SSCL

Phoenix House

Newport

NP10 8FZ

UNITED KINGDOM

Invoices submitted via email will be processed more quickly.

Line	Item	Unit price	Total
1	Army Reserve Centre continues to be required for PST training due to backlog caused by C-19 pandemic.		

Please note that all amounts shown are exclusive of tax.

Grand Total		GBP
--------------------	--	------------