



|                   |                |
|-------------------|----------------|
| PO Reference      | HME[REDACTED]  |
| Order Date        | 11-DEC-2024    |
| Change Order Date |                |
| Revision          | 0              |
| VAT No            | GB 888 8160 61 |

|   |  |               |  |
|---|--|---------------|--|
| <b>HARWICH INTERNATIONAL PORT LTD</b><br>[REDACTED]<br>[REDACTED]<br>[REDACTED]<br>[REDACTED]<br>[REDACTED] |  | Ship To       | Please refer to each line of the PO below<br>[REDACTED]  |
| Send Invoice To   | <b>Please send your invoices via email to:</b><br>[REDACTED] | Order Contact | For any queries relating to this order please contact:<br>[REDACTED]<br>[REDACTED]<br>[REDACTED] |

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](mailto: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Please supply the goods/services listed below in accordance with the Home Office standard terms and conditions unless superseded by specific contract terms and conditions.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 | Quantity   | UOM | Total      |
|------|--------------------------------------|------------|------------|-----|------------|
| 1    | Port Staff Car Park permits for 2025 | [REDACTED] | [REDACTED] | Ea  | [REDACTED] |

Please note that all amounts shown are exclusive of tax.

|             |            |     |
|-------------|------------|-----|
| Grand Total | [REDACTED] | GBP |
|-------------|------------|-----|