



# Purchase Order

Order No. P102381 For enquiries please contact: XXXXXXXX Tel: [REDACTED]

### A. To Supplier

EXCEL AV LIMITED  
 THE POST HOUSE  
 KITSMEAD LANE  
 LONGCROSS  
 CHERTSEY  
 KT16 0EG

### B. From Purchaser

Met Office  
 Procurement Branch  
 FitzRoy Road  
 Exeter  
 Devon EX1 3PB United Kingdom  
 T [REDACTED]

Please proceed with this order in accordance with the Terms and Conditions overleaf.

Signed:

Date: 6th October 2016

Item No.	Description of Goods/Services Required	Quantity		Unit Price	Firm Price
		each	unless otherwise stated	per each carriage paid	carriage paid
				£	£
1	<div style="background-color: black; width: 200px; height: 20px; margin-bottom: 5px;"></div> As per Quote Ref. EX1223BK Meeting rooms AV equipment	XXXXXXX		XXXXXXX	XXXXXXX

For deliveries over 20kg please telephone the Met Office on [REDACTED] Mon to Fri 9am to 5pm to arrange a delivery time.

Total Value (Ex VAT)	62306.24
Standard Rate VAT (If Applicable)	12461.24
<b>Total Value of Order</b>	<b>74767.48</b>

**D. Deliver To:**  
 XXXXXXXX  
 MET OFFICE EXETER  
 FITZROY ROAD  
 EXETER  
 DEVON  
 EX1 3PB

**E. Invoice To: (Invoices must quote Order Number)**  
**Please email invoices to:**  
**accountspayable@metoffice.gov.uk**  
 Met Office  
 Accounts Payable  
 FitzRoy Road  
 Exeter  
 Devon EX1 3PB United Kingdom

<b>F. Delivery Date</b>	<b>Consignee Reference</b>	<b>Contract No</b>	<b>Vendor ID</b>
13th October 2016	XXXXXXXX	*****	V012369

