



Purchase Order

Order No. P102583 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
 Tel: [REDACTED]

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

Signed:

Date: 11th November 2016

C.

Item No.	Description of Goods/Services Required	Quantity <small>each unless otherwise stated</small>	Unit Price <small>per each carriage paid</small> £	Firm Price <small>carriage paid</small> £
1	Quote Ref. EX1175BK (Rev.3) As per Met Office Standard Terms & Conditions [REDACTED] AV/IT equipment	XXXXXXXX	XXXXXXXX	XXXXXXXX

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)	13552.38
Standard Rate VAT (If Applicable)	2710.47
Total Value of Order	16262.85

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:
accounts payable@metoffice.gov.uk
 Met Office
 Accounts Payable
 FitzRoy Road
 Exeter
 Devon EX1 3PB United Kingdom
 Tel: [REDACTED]

F. Delivery Date	Consignee Reference	Contract No	Vendor ID
1st December 2016	XXXXXXXX	*****	V012369

