



# Purchase Order

Order No. C006701 For enquiries please contact: XXXXXXXX Tel: 01392 885009

### A. To Supplier

MOMENTUM INCORPORATED  
 SUITE 328  
 162-168 REGENT STREET  
 LONDON  
 W1B 5TD

### B. From Purchaser

Met Office  
 Procurement Branch  
 FitzRoy Road  
 Exeter  
 Devon EX1 3PB United Kingdom  
 Tel:

Signed:

Date: 23rd February 2015

### 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	Aberdeen Team Task Oriented Negotiation Course  Momentum TON Course - 3-6 February 2015	XXXXXXXX	XXXXXXXX	XXXXXXXX

For deliveries over 20kg please telephone the Met Office on +44 (0)1392 885994 Mon to Fri 9am to 5pm to arrange a delivery time.

Total Value (Ex VAT)	10200.00
Standard Rate VAT (If Applicable)	2040.00
<b>Total Value of Order</b>	<b>12240.00</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:**  
**accounts payable@metoffice.gov.uk**  
 Met Office  
 Accounts Payable  
 FitzRoy Road  
 Exeter  
 Devon EX1 3PB United Kingdom  
 Tel: +44 (0)1392 886966

### F. Delivery Date

23rd February 2015

### Consignee Reference

XXXXXXXX

### Contract No

P011896-4

### Vendor ID

V010088

