# Purchase Order

Met Office

Order No. P102081 For enquiries please contact: XXXXXXXX [redacted]

**A. To Supplier**

ALIUM PARTNERS LTD
BECKET HOUSE
36 OLD JEWRY
LONDON

EC2R 8DD

**B. From Purchaser**

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

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

**Signed:**

**Date:** 3rd August 2016

**C.**

| Item No. | Description of Goods/Services Required | Quantity each unless otherwise stated | Unit Price per each carriage paid £ | Firm Price carriage paid £ |
|---|---|---|---|---|
| 1 | [redacted] Mentoring and Coaching [redacted] | 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) | 12000.00 |
| Standard Rate VAT (If Applicable) | 2400.00 |
| Total Value of Order | 14400.00 |

**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
[redacted]

| F. Delivery Date | Consignee Reference | Contract No | Vendor ID |
|---|---|---|---|
| 31st August 2016 | XXXXXXXX | ******* | V012595 |