



Intellectual  
Property  
Office

# Purchase Order

Purchase Order Number:	PO 3010331
Order Revision Number:	0
Date:	24/10/2023

<b>Supplier</b>
Eliesha Training Ltd Newcastle House, Albany Court Newcastle Business Park Newcastle upon Tyne NE4 7YB

<b>Delivery Address</b>
IPO Purchasing Dept. Intellectual Property Office Purchasing Dept Concept House Newport South Wales NP10 8QQ

<b>Invoice Address</b>
Email: payables@ipo.gov.uk  IPO Accounts Payable Intellectual Property Office Concept House Newport South Wales NP10 8QQ

<b>Contact Details for Purchase Order queries</b>
Contact for Enquiries: [REDACTED] Contact Telephone: [REDACTED] Contact Email: [REDACTED]

Line No.	Quantity Ordered	Item Number and Description	Unit Price £	Line Value £
1		Time Management Workshops Time Management Workshops Jan - Dec 2024 Design x 3 days [REDACTED]	[REDACTED]	[REDACTED]
2		Time Management Workshops Time Management Workshops Jan - Dec 2024 15 sessions [REDACTED]	[REDACTED]	[REDACTED]

Please forward your invoice, which must clearly quote the Purchase Order number above (Including the prefix) to payables@ipo.gov.uk

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Total Order Value £  
(exc VAT)

13,095.00

Failure to do so will result in your invoice being rejected and cause a delay to payment

For payment by BACS please state on your invoice your bank name, sort code, account number and account name.

Intellectual Property Office Terms and Conditions indicated below will apply to this procurement and are attached / available upon request from the contact number as above.

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/318950/termconditionsservices.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/318950/termconditionsservices.pdf)

Please be advised that this purchase order and any contractual documentation related to it may be published and made available to the public. The IPO's policy in relation to this subject can be seen at:

<http://www.ipo.gov.uk/about/supply/supply-transparency.htm>