



Purchase Order

Purchase Order Number:	
Order Revision Number:	0
Date:	04/05/2023

Supplier
CBRE Managed Services Ltd City Bridge House 57 Southwark Street London London SE1 1RU

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

Invoice Address

Contact Details for Purchase Order queries

Line No.	Quantity Ordered	Item Number and Description	Unit Price £	Line Value £
1		Manchester Arndale Centre 19th to 21st May 2023	10,000.00	10,000.00

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)

10,000.00

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

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>