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Shnl (171) Ltd T/A Holiday Inn B'ham CC
31-40 West Parade
Newcastle Upon Tyne
NE4 7LB

Your vendor number with us
<REDACTED>

Purchase order : 4500337526

PO number / date - please quote in all correspondence
4500337526 / 1000 / 07.02.2025

Helpdesk Telephone / Requestor's Name
<REDACTED>/ <REDACTED>

Our VAT Registration Number:
GB888848043

Unless otherwise agreed this purchase order is subject
to the terms and conditions that can be found on the
following internet page:
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1132872/DLUHC_Short_Form_Contract__Low_Value__T-Cs_v1.3.1.pdf

MHCLG Purchase order : 4500337526

Delivery Address

<REDACTED>
MHCLG
5 St Phillips Place
Birmingham
B3 2PW

INVOICING INSTRUCTIONS

Please send your invoice, which must quote our purchase order number, as an attachment to:

<REDACTED>

Failure to comply with these instructions may result in payment delays.
Please note that we operate a no PO no payment policy.

07.02.2025: Payment of venue for MHCLG conference

Item	Order qty	Unit	Price per unit	Net value	Curr
00010 Hire of meeting room for MHCLG conference *** Item completely delivered ***	11,411	each	1.00	11,411.29	GBP
Total net value excl. tax				11,411.29	GBP

If you are not already doing so, would you prefer to have future Purchase Orders sent directly to an email address? If so please send the email details to the following email address quoting the vendor number shown above:-

<REDACTED>