



Purchase Order

Order No. P102122 For enquiries please contact: XXXXXXXX Tel: [REDACTED]

A. To Supplier

EXCEL AV LIMITED
 THE POST HOUSE
 KITSMEAD LANE
 LONGCROSS
 CHERTSEY
 KT16 0EG

B. From Purchaser

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

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

Signed:

Date: 11th August 2016

C.

Item No.	Description of Goods/Services Required	Quantity		Unit Price	Firm Price
		each	unless otherwise stated	per each carriage paid	carriage paid
				£	£
1	Quote Ref. EX1185BK As per Met Office Standard Terms for Goods & Services Tender Ref. 9YXK-UTOP0Z [REDACTED]		XXXXXXXX	XXXXXXXX	XXXXXXXX
2	Excel - College Upgrade		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)	30338.12
Standard Rate VAT (If Applicable)	6067.62
Total Value of Order	36405.74

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: [REDACTED]

F. Delivery Date	Consignee Reference	Contract No	Vendor ID
18th August 2016	XXXXXXXX	*****	V012369

