



Intellectual
Property
Office

Purchase Order

| | |
|------------------------|------------|
| Purchase Order Number: | PO-3010471 |
| Order Revision Number: | 0 |
| Date: | 18/12/2023 |

| |
|---|
| Supplier |
| INVESTORS IN PEOPLE COMMUNITY INT 157-197 Buckingham Palace Road Victoria LONDON SW1W 9SP |

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

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

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|---|
| Contact Details for Purchase Order queries |
| Contact for Enquiries: [REDACTED] Contact Telephone: [REDACTED] Contact Email: [REDACTED] |

| Line No. | Quantity Ordered | Item Number and Description | Unit Price £ | Line Value £ |
|----------|------------------|--|--------------|--------------|
| 1 | | Investors in People Accreditation inc. planning, survey dates and interviews Dec 2023 to May 2024 C3332 | 22,000.00 | 22,000.00 |

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)

22,000.00

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>