



Purchase Order

Order No. P016101 For enquiries please contact: XXXXXXXX Tel: 01392 886299

A. To Supplier

IGD SERVICES LTD
 LETCHMORE HEATH
 WATFORD
 HERTS

 WD25 8GD

B. From Purchaser

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

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

Signed:

Date: 1st April 2015

C.

| Item No. | Description of Goods/Services Required | Quantity <small>each unless otherwise stated</small> | Unit Price <small>per each carriage paid</small> £ | Firm Price <small>carriage paid</small> £ |
|----------|--|---|--|---|
| 1 | <p>██████████ Market Research project- ██████████ ██████████ ██████████</p> <p>Terms and Conditions as agreed in IGD's proposal document dated 26th March 2015.</p> | XXXXXXXX | XXXXXXXX | XXXXXXXX |

For deliveries over 20kg please telephone the Met Office on +44 (0)1392 885994 Mon to Fri 9am to 5pm to arrange a delivery time.

| | |
|-----------------------------------|-----------------|
| Total Value (Ex VAT) | 15000.00 |
| Standard Rate VAT (If Applicable) | 3000.00 |
| Total Value of Order | 18000.00 |

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:
accountspayable@metoffice.gov.uk
 Met Office
 Accounts Payable
 FitzRoy Road
 Exeter
 Devon EX1 3PB United Kingdom
 Tel: +44 (0)1392 886966

F. Delivery Date

16th July 2015

Consignee Reference

XXXXXXXX

Contract No

Vendor ID

P008344

