



Purchase Order

Order No. P102575 For enquiries please contact: XXXXXXXX Tel: X

A. To Supplier

HUMAN CAPITAL INDEX LTD
 LABYRINTH COACHING AND CONSULTING
 14 PONDTAIL PARK
 HORSHAM
 WEST SUSSEX
 RH12 5LD

B. From Purchaser

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

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

Signed:

Date: 10th November 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	 Coaching services Met Office Contact:	XXXXXXXX	XXXXXXXX	XXXXXXXX

For deliveries over 20kg please telephone the Met Office on Mon to Fri 9am to 5pm to arrange a delivery time.

Total Value (Ex VAT)	19500.00
Standard Rate VAT (If Applicable)	3900.00
Total Value of Order	23400.00

D. Deliver To:

XXXXXXXXX
 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:

F. Delivery Date

10th November 2016

Consignee Reference

XXXXXXXXX

Contract No

Vendor ID

V011884

