



Intellectual  
Property  
Office

# Purchase Order

Purchase Order Number: PO 3011205

Order Revision Number: 0

Date: 09/10/2024

## Supplier

IHP Group Ltd  
Portland Street  
London  
W7RT

## Delivery Address

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

## Address

payables@ipo.gov.uk

Payments Payable  
Property Office  
House

## Contact Details for Purchase Order queries

Contact for Enquiries: [REDACTED]  
Contact Telephone: [REDACTED]  
Contact Email: [REDACTED]

## Invoice Address

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

## Item Number and Description

Unit Price  
£

Line Value  
£

Final Strategy delivered  
Milestone completed  
September 2024

Final creative approach delivered  
Milestone completed  
September 2024

Toolkit delivered  
Milestone completed  
September 2024

Media assets delivered  
Milestone completed  
September 2024

Campaign launches  
Milestone completed  
September 2024

61,635.00

continues overleaf

Line No. Quantity Ordered

Final Strategy delivered  
Milestone completed  
September 2024

Final creative approach delivered  
Milestone completed  
September 2024

Toolkit delivered  
Milestone completed  
September 2024

Media assets delivered  
Milestone completed  
September 2024

Campaign launches  
Milestone completed  
September 2024

clearly

Page 1 of 2

work

ing rejected and cause a delay to payment

voice your bank name, sort code, account number and account name.

ns indicated below will apply  
upon request from the

der

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>

Intellectual Property Office Terms and Conditions apply to this procurement and are attached / available for download at the contact number as above.

Supplementary Conditions agreed as part of this order

Please forward your invoice, which must quote the Purchase Order number above (Including the prefix) to payables@ipo.gov.uk

Failure to do so will result in your invoice being rejected. For payment by BACS please state on your invoice



# Purchase Order

Purchase Order Number: PO 3011205

Order Revision Number: 0

Date: 09/10/2024

Supplier

IHP Group Ltd  
Portland Street  
London  
W7RT

Delivery Address

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

Address

payables@ipo.gov.uk

Payments Payable  
Property Office  
House

Contact Details for Purchase Order queries

Contact for Enquiries: [REDACTED]  
Contact Telephone: [REDACTED]  
Contact Email: [REDACTED]

Invoice Address

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

Item Number  
and Description

Unit Price  
£

Line Value  
£

Digital media campaign launches  
Milestone completed  
October 2024

Evaluation report complete  
Milestone completed  
January 2025

Line No. Quantity  
Ordered

Delivery  
Milestone  
21 January  
Evaluation  
Milestone  
31 January

clearly

Page 2 of 2

Total Order Value £ 77,675.84  
(exc VAT)

Please forward your invoice, which must quote the Purchase Order number above (Including the prefix) to payables@ipo.gov.uk

Failure to do so will result in your invoice being rejected and cause a delay to payment

Please state your bank name, sort code, account number and account name.

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

Conditions indicated below will apply upon request from the

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>

Intellectual Property Office Terms and Conditions apply to this procurement and are attached / available for download at the contact number as above.

Supplementary Conditions agreed as part of this order