



PO Reference	HME[REDACTED]
Order Date	[REDACTED]
Change Order Date	
Revision	0
VAT No	[REDACTED]

D DAY CLEANING SOLUTIONS & CARPET FRESH 2 PEARTREE COTTAGES FRESHFIELD LANE SALTWOOD HYTHE KENT CT21 4QQ		Ship To	[REDACTED]
Send Invoice To	<b>Please send your invoices via email to:</b> HOSupplierinvoices@homeoffice.gov.uk	Order Contact	For any queries relating to this order please contact: [REDACTED] [REDACTED] [REDACTED]

Notes to Supplier

For any queries regarding invoicing or payment, please contact the Shared Service Centre by emailing [hossc.metis.finenquiries@metis.homeoffice.gov.uk](mailto:hossc.metis.finenquiries@metis.homeoffice.gov.uk) or call on 03450 100122.  
**Please ensure to quote the PO reference on all correspondence.**

Please supply the goods/services listed below in accordance with the Home Office standard terms and conditions unless superseded by specific contract terms and conditions.  
<https://www.gov.uk/government/publications/short-form-terms-and-conditions>

If you are unable to submit invoices by email, please send invoices via post to:  
Accounts Payable  
Home Office  
HO Box 5015  
SSCL  
Phoenix House  
Newport  
NP10 8FZ  
UNITED KINGDOM

Invoices submitted via email will be processed more quickly.

Line	Item	Unit price	Total
1	Cleaning- Army Reserve Centre - PST Suite	[REDACTED]	[REDACTED]

Please note that all amounts shown are exclusive of tax.

Grand Total	[REDACTED]	GBP
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