



Intellectual  
Property  
Office

# Purchase Order

**Purchase Order Number:** PO-3010951  
**Order Revision Number:** 0  
**Date:** 26/06/2024

## Supplier

Phoenix Software Ltd  
Blenheim House  
York Road  
Pocklington  
York  
GB  
YO42 1NS

## Delivery Address

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

## Invoice Address

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

## 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		Reactive IT Support Service Tier Platinum Reactive and Microsoft £55000.00	[REDACTED]	
2		Proactive IT Support Tier Platinum Proactive £16000.00	[REDACTED]	
1st July 2024 to 30th June 2025				

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

Page 1 of 1

**Total Order Value £ (exc VAT)**

71,000.00

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](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>