

PURCHASE ORDER

Order No: **FC0389792**
 Order Date: 15 Dec 2022
 Required Date: 15 Dec 2022



Mitie FM Ltd (FCO Contract)
 T2 Trinity Park, Bickenhill Lane
 Birmingham
 West Midlands
 B37 7ES
 United Kingdom

Project Ref: OFA-HP-W2435315-Curtains-15/12/2022_15/12/2022

Buyer: **Ashley Tofield**
 Tel No: **07795 288 012**

Supplier:	Deliver To:	Invoice To:
CONCORDE BLINDS DIRECT LTD 4 SUNBEAM ROAD, WOBURN ROAD INDUSTRIAL ESTATE KEMPSTON BEDFORD KEMPSTON BEDFORDSHIRE MK42 7BY	C/O Mitie FM Ltd, Foreign & Commonwealth Office Building 169, Hanslope Park Milton Keynes MK19 7BH England	Mitie FM Ltd (FCO Contract) T2 Trinity Park, Bickenhill Lane Birmingham West Midlands B37 7ES United Kingdom

The following 5 pieces of data must be quoted on your invoice:

- **Mitie Receiving Company Name:** Mitie FM Ltd (FCO Contract)
- **Mitie Receiving Company Code:** FACM
- **Purchase Order Number:** FC0389792
- **Purchase Order Date:** 15/12/2022
- **Delivery Date:** As per delivery note

Invoices must be computer generated PDFs and not protected by password.

PDF invoice associated with this PO must be sent to: invoices.finance@mitie.com

Please include only one invoice per attachment. PDF attachment with more than one invoice will be automatically rejected.

Purchase order number and Mitie receiving company code must be included on all invoices, goods receipt notes and correspondence.

Line	Description	Qty	Unit	Unit Cost	Line Total
1	Replace curtains in turing room as per clients request_REF: 381252	1	EA	5,140.13	5,140.13

Total PO Cost (Net of VAT): 5,140.13

Currency: GBP

Authorising Signature:

All Fax and Paper invoices received after the 01/07/2021 will not be processed by Mitie.

This order is issued subject to MITIE's standard terms and conditions a copy of which is available at <http://www.mitie.com/suppliers>.

Registered Office: Level 12, The Shard, 32 London Bridge Street, London, SE1 9SG, UK.
 Level 12, The Shard, 32 London Bridge Street, London SE1 9SG.

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