

PURCHASE ORDER

Order No: **FCO307022**
 Order Date: 19 Nov 2021
 Required Date: 19 Nov 2021



Project Ref: FF-HP-W2333286-Blinds-19/11/2021_19/11/2021

Buyer: **Ashley Tofield**
 Tel No: **07795288012**

Supplier:	Deliver To:	Invoice To:
CONCORDE BLINDS DIRECT LTD	C/O Mitie FM Ltd, Foreign & Commonwealth Office	Mitie FM Ltd (FCO Contract)
4 SUNBEAM ROAD, WOBURN ROAD INDUSTRIAL ESTATE	Building 84, Hanslope Park	3rd Floor, Ingenuity House, Elmdon Trading Estate
KEMPSTON BEDFORD	Milton Keynes	Bickenhill Lane
KEMPSTON		Birmingham
BEDFORDSHIRE	MK19 7BH	B37 7HQ
MK42 7BY	England	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:** FCO307022
- **Purchase Order Date:** 19/11/2021
- **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	Vertical Blind, Guardian white 89M	1		154.80	154.80
2	Vertical blind, Guardian white 89M	1		109.92	109.92
				Total PO Cost (Net of VAT):	264.72
				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.

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