



Sophie Lines &lt;viamed.sophie.lines@gmail.com&gt;

**RE: [EXTERNAL] Re: Avensys UK Ltd - Purchase Order - 0000055756**

1 message

**Maxine Shaw** <maxine.shaw@avensysmedical.co.uk>  
To: "sophie.lines@viamed.co.uk" <sophie.lines@viamed.co.uk>

Fri, Nov 24, 2023 at 10:32 AM

Hi Sophie

Either or , they will both get to us.

Thank you

Kind Regards

**Maxine Shaw**

Account Manager

Avensys UK Ltd

01423 555 801 | [www.avensysmedical.co.uk](http://www.avensysmedical.co.uk)

Avensys UK is a limited company registered in England and Wales. Registered Number: 05320267  
Company Headquarters: Frederick Road, Hoo Farm Industrial Estate, Kidderminster, Worcestershire, DY11 7RA  
Registered Office: C/O Kimberlee & Co, Hunt House Farm Frith Common, Tenbury Wells, Worcestershire, WR15 8JY



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**From:** Main Account <viamedinbox@gmail.com> **On Behalf Of** Sophie Lines  
**Sent:** Friday, November 24, 2023 10:24 AM  
**To:** Maxine Shaw <maxine.shaw@avensysmedical.co.uk>  
**Subject:** [EXTERNAL] Re: Avensys UK Ltd - Purchase Order - 0000055756

**Caution:** This email originated from outside of the organisation. Do not click links or open attachments unless you recognise the sender and know the content is safe.

Hi Maxine,

Thank you for your order. I am just processing this on our system now -

Please can you confirm should we use the delivery address listed on the Purchase Order:

**Harrogate District Hospital**  
**Hospital Stores**  
**Lancaster Park Road**  
**FAO: Avensys Medical Engineering**  
**Harrogate**  
**HG2 7SX**

or the one mentioned in your email?

**FAO. Maxine Shaw**  
**Main Stores**

**Harrogate District Hospital**  
**Lancaster Park Road**  
**Harrogate**  
**HG2 7SX**

Kind regards

Sophie Lines

Please note: My working days are Monday, Tuesday and Friday

**Viamed is now enacting hybrid working to allow sales and admin staff to work remotely and in the office. Telephone calls to the main office will be answered, but please continue to use email where possible.**

<http://www.viamed.co.uk>  
Emailsophie.lines@viamed.co.uk  
Tel: +44 (0)1535 634542  
Fax: +44 (0)1535 635582  
Twitter: [twitter.com/ViamedLtd](https://twitter.com/ViamedLtd)  
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On Fri, Nov 24, 2023 at 9:21 AM Main Account <[office@viamed.co.uk](mailto:office@viamed.co.uk)> wrote:

----- Forwarded message -----  
From: **Maxine Shaw** <[maxine.shaw@avensysmedical.co.uk](mailto:maxine.shaw@avensysmedical.co.uk)>  
Date: Fri, 24 Nov 2023 at 09:10  
Subject: Avensys UK Ltd - Purchase Order - 0000055756  
To: [info@viamed.co.uk](mailto:info@viamed.co.uk) <[info@viamed.co.uk](mailto:info@viamed.co.uk)>

Dear Sir / Madam

Please see the attached purchase order number:

Please deliver to the following address: -

**FAO. Maxine Shaw**  
**Main Stores**  
**Harrogate District Hospital**  
**Lancaster Park Road**  
**Harrogate**  
**HG2 7SX**

Could you kindly check the purchase order and confirm receipt, advise any discrepancies, and provide an acknowledgment within 48 hours to include an estimated delivery date.

On despatch of the part/s for this purchase order, please email a copy of the delivery note for our reference, if this is not possible, could I ask you to send me a quick email to advise that the order has been despatched.

Doing this will prevent me from progressing the order further with you when it has already been despatched.

I would appreciate a prompt response and look forward to hearing from you shortly.

Thank you.

Kind Regards



**Maxine Shaw**

Account Manager

Avensys UK Ltd

01423 555 801 | [www.avensysmedical.co.uk](http://www.avensysmedical.co.uk)



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