



Kate Griffiths <viamed.kate.griffiths@gmail.com>

RE: Print Purchase Order - PO23000844

2 messages

Francesca Stenhouse <francesca.stenhouse@inspiration-healthcare.com> 27 December 2023 at 16:56
To: "kate.griffiths@viamed.co.uk" <kate.griffiths@viamed.co.uk>, Info <info@inspiration-healthcare.com>

Hi Kate

Many thanks for your quick response.

We require these as soon as possible. I wasn't sure of the lead time so populated the ETA a few weeks out, but if you have the stock available to ship earlier that would be great.

I have also updated the system with the email address referenced below. Going forward, POs will be issued to this address.

Francesca

From: Main Account <viamedinbox@gmail.com> **On Behalf Of** Kate Griffiths
Sent: Wednesday, December 27, 2023 4:50 PM
To: Francesca Stenhouse <francesca.stenhouse@inspiration-healthcare.com>; Info <info@inspiration-healthcare.com>
Subject: Re: Print Purchase Order - PO23000844

Good afternoon Francesca,

Thank you for your order.

Please could I ask you to send future orders to orders@viamed.co.uk - the order can then be accessed by all of the office team. Thank you.

Please could I ask if you require this order to be shipped for January 18th, or as soon as possible?

cription	Due Date	Quantity	Bal
isor (Transfer to	18/01/24	13.00 ea	13.0

Many thanks.

Kind regards

Kate Griffiths

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>

Email kate.griffiths@viamed.co.uk

Tel: +44 (0)1535 634542

Fax: +44 (0)1535 635582

Twitter: twitter.com/ViamedLtd

Facebook Page: Search for Viamed Ltd

Company registered in England, No. 01291765.

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On Wed, 27 Dec 2023 at 16:34, helen lamb <office@viamed.co.uk> wrote:

----- Forwarded message -----

From: **Francesca Stenhouse** <francesca.stenhouse@inspiration-healthcare.com>

Date: Wed, 27 Dec 2023 at 16:14

Subject: Print Purchase Order - PO23000844

To: remits@viamed.co.uk <remits@viamed.co.uk>

Good afternoon

Please find attached PO23000844.

Please could you confirm receipt of order and delivery date into Commerce Park, Croydon?

Francesca



Francesca Stenhouse, Head of Procurement & Supply Chain

t +44 (0)330 175 0000 | m +44 (0)7435718925| [View our locations](#)

www.inspirationhealthcare.com

Please note my working hours are 08:00-18:00 Monday - Thursday

For shareholder enquiries, please call + 44 (0) 871 664 0300 or for overseas: +44 371 664 0300



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Kate Griffiths <kate.griffiths@viamed.co.uk>

27 December 2023 at 16:58

Draft To: Francesca Stenhouse <francesca.stenhouse@inspiration-healthcare.com>

Thank you Francesca, we aim to ship within 2-3 working days and will email a tracking number when the goods leave our warehouse.

Kind regards

Kate Griffiths

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