



Kate Griffiths &lt;viamed.kate.griffiths@gmail.com&gt;

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**Proforma invoice for PO 6622**

7 messages

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**Kate Griffiths** <kate.griffiths@vandagraph.co.uk>

16 December 2025 at 11:13

To: sam.lampitt@uksportsinstitute.co.uk

Bcc: Main Account &lt;viamedinbox@gmail.com&gt;

Good morning Sam,

Thank you for your PO 6622.

Please see attached proforma invoice, valid for 30 days.

Many thanks.

Kind regards

Kate Griffiths

Vandagraph Ltd.

<http://www.vandagraph.co.uk>

Email [kate.griffiths@vandagraph.co.uk](mailto:kate.griffiths@vandagraph.co.uk)

Tel: +44 (0)1535 634900

**MAN160710.pdf**

76K

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**Kate Griffiths** <kate.griffiths@vandagraph.co.uk>

22 December 2025 at 13:14

To: sam.lampitt@uksportsinstitute.co.uk

Bcc: Main Account &lt;viamedinbox@gmail.com&gt;

Good afternoon Sam,

Thank you for your payment.

Please see attached order confirmation.

We will email a tracking number when the goods leave our warehouse.

Kind regards

Kate Griffiths

Vandagraph Ltd.

<http://www.vandagraph.co.uk>

Email [kate.griffiths@vandagraph.co.uk](mailto:kate.griffiths@vandagraph.co.uk)

Tel: +44 (0)1535 634900

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**Sam Lampitt** <Sam.Lampitt@uksportsinstitute.co.uk>  
To: Kate Griffiths <kate.griffiths@vandagraph.co.uk>

6 January 2026 at 11:16

Hi Kate,

Can you confirm if this has been sent out as yet and approx delivery date?

Many thanks

Sam

Sam Lampitt | Senior Business Administrator  
UK Sports Institute  
Lilleshall National Sports Centre, Lilleshall, Newport, TF10 9AT  
Mob: 07983 392736 | [sam.lampitt@uksportsinstitute.co.uk](mailto:sam.lampitt@uksportsinstitute.co.uk) | [www.uksportsinstitute.co.uk](http://www.uksportsinstitute.co.uk)  
Working hours: Tuesday – Friday 9am-5pm

**WE CARE.  
WE COLLABORATE.  
WE INNOVATE.  
WE EXCEL.**



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UK Sports Institute does not generally engage in systematic monitoring activities although it reserves the right to do so if it reasonably believes that its computer systems are being misused.

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**Main Account** <viamedinbox@gmail.com>  
To: Kate Griffiths <kate.griffiths@vmsecure.me.uk>

6 January 2026 at 11:22

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**Kate Griffiths** <kate.griffiths@vandagraph.co.uk>  
To: Sam Lampitt <Sam.Lampitt@uksportsinstitute.co.uk>  
Bcc: Main Account <viamedinbox@gmail.com>

6 January 2026 at 11:40

Good morning Sam,

Thank you for your email. I can see from the Royal Mail website (tracking number NZ139453509GB) that your parcel has been delayed. This is what it says:

### Pending

We're holding this item at **Loughborough DO**. We've received a request not to deliver mail to the property your item is addressed to today. We'll attempt delivery as per the instructions we've received, which is usually on the next working day.

Tracking number:

**NZ139453509GB**

Service used:

Royal Mail Signed For™ ⓘ

I am hopeful that your parcel will be with you in the next couple of days. Please could you let me know if it does not arrive?

Many thanks.

Kind regards

Kate Griffiths  
Vandagraph Ltd.  
<http://www.vandagraph.co.uk>  
Email [kate.griffiths@vandagraph.co.uk](mailto:kate.griffiths@vandagraph.co.uk)  
Tel: +44 (0)1535 634900

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**Sam Lampitt** <Sam.Lampitt@uksportsinstitute.co.uk>  
To: Kate Griffiths <kate.griffiths@vandagraph.co.uk>

7 January 2026 at 09:30

Hi Kate,

Thank you. When I click on the tracking it says that was on 24th December? I thought that this may have been delivered by now?

[Quoted text hidden]

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**Kate Griffiths** <kate.griffiths@vandagraph.co.uk>  
To: Sam Lampitt <Sam.Lampitt@uksportsinstitute.co.uk>  
Bcc: Main Account <viamedinbox@gmail.com>, "ryan.swaine" <ryan.swaine@vandagraph.co.uk>

7 January 2026 at 09:52

Hi Sam,

Thank you for your email. I have checked with my manager and he has asked for me to issue a replacement order to you. I will arrange for that today and we will ship it as soon as possible.

It looks like the parcel is stuck with Royal Mail, with no real explanation. If the parcel does ever arrive with you, please let me know.

We will email a tracking number when the replacement leaves our building.

Kind regards

Kate Griffiths

1/7/26, 9:52 AM

Gmail - Proforma invoice for PO 6622

Vandagraph Ltd.  
<http://www.vandagraph.co.uk>  
Email [kate.griffiths@vandagraph.co.uk](mailto:kate.griffiths@vandagraph.co.uk)  
Tel: +44 (0)1535 634900

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