
RE: Purchase order 3050686/26

1 message

Procurement Admin <Procurement.Admin@royalberkshire.nhs.uk>
To: "zoey.teal@viamed.co.uk" <zoey.teal@viamed.co.uk>

15 July 2020 at 16:24

Hello Zoey,

Carriage is ok thank you.

Kind Regards

Tony Vickers

Royal Berkshire NHS Foundation Trust

Procurement Department 1st Floor, Princes House

73A London Road

Reading, Berkshire

RG1 5UZ

T: 0118 322 6516

E: Tony.Vickers@royalberkshire.nhs.uk

It is the Policy of The Royal Berkshire NHS Foundation Trust not to pay invoices that do not contain a valid Purchase Order Number

From: Main Account [<mailto:viamedinbox@gmail.com>] **On Behalf Of** Zoey Teal
Sent: 15 July 2020 16:06
To: Procurement Admin <Procurement.Admin@royalberkshire.nhs.uk>
Subject: Purchase order 3050686/26

Good afternoon,

Thank you for your order.

I am writing to advise you that there is a carriage charge of £8.00 required for this order.

Please can you confirm if you are happy to proceed?

If you have any further queries, please do not hesitate to contact me.

Kind regards

Zoey Teal

Please note: Viamed is now enacting a coronavirus contingency plan to allow sales and admin Staff to work from home, and I am now working remotely. Telephone calls to the main office will not be answered, but emails will. Orders may take longer to process but we aim to continue to operate and serve our customers as best we can.

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

Email: zoey.teal@viamed.co.uk

Alternate email: zoey.teal@viamed.me.uk

Tel: +44 (0)1535 634542

Fax: +44 (0)1535 635582

Sign up to our mailing list, go to www.viamed.co.uk/sign-up

Twitter: twitter.com/ViamedLtd

Facebook Page: facebook.com/ViamedLtdUK

Company registered in England, No. 01291765.

E-mail Disclaimer

GDPR / Privacy Policy available at www.viamed.co.uk/policy

The information in this email is confidential and may be legally privileged.

It is intended solely for the addressee. Access to this email by anyone else is unauthorized.

If you are not the intended recipient, any disclosure, copying, distribution or any action taken or omitted to be taken in reliance on it, is prohibited and may be unlawful.

If you feel you have received this email in error or would like to be removed from our mailing list, please reply with delete in the subject line or call +44 (0)1535 634542

This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to whom they are addressed. If you have received this email in error please inform the sender and permanently delete the message and any attachments.

Recipients should be aware that all emails received and sent by this Authority are subject to the Freedom of Information Act 2000 and therefore may be disclosed to a third party.
