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**RE: Purchase order 3050686/27**

1 message

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**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 16:03

**To:** Procurement Admin <Procurement.Admin@royalberkshire.nhs.uk>

**Subject:** Purchase order 3050686/27

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](mailto:zoey.teal@viamed.co.uk)

Alternate email: [zoey.teal@viamed.me.uk](mailto:zoey.teal@viamed.me.uk)

Tel: +44 (0)1535 634542

Fax: +44 (0)1535 635582

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