



Sarah Walton &lt;viamed.sarah.walton@gmail.com&gt;

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**RE: Purchase order 697690**

1 message

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**Teresa Mitchell** <Teresa.Mitchell@heartofengland.nhs.uk>  
To: "sarah.walton@viamed.co.uk" <sarah.walton@viamed.co.uk>

27 September 2020 at 08:22

Hi Sarah.

Sorry for not replying I was not on shift,

Pease go a ahead with my order I will amend the price.

Kind regards.

Teresa.

Teresa mitchell

Housekeeper

Neonatal Unit

01214243508

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From: Main Account [[viamedinbox@gmail.com](mailto:viamedinbox@gmail.com)] on behalf of Sarah Walton [[office@viamed.co.uk](mailto:office@viamed.co.uk)]  
Sent: 25 September 2020 11:28  
To: Teresa Mitchell  
Subject: Re: Purchase order 697690

Dear Teresa,

I refer to the below emails. Please can you advise if you are happy to proceed?

Kind regards

Sarah Walton

Customer Service Representative

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.

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On Fri, 18 Sep 2020 at 09:20, Sarah Walton <[sarah.walton@viamed.co.uk](mailto:sarah.walton@viamed.co.uk)<mailto:sarah.walton@viamed.co.uk>> wrote:

Dear Teresa,

Please see the below email sent on the 8th of September.

Kind regards

Sarah Walton

Customer Service Representative

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On Tue, 8 Sep 2020 at 15:39, Sarah Walton <[sarah.walton@viamed.co.uk](mailto:sarah.walton@viamed.co.uk)<mailto:sarah.walton@viamed.co.uk>> wrote:

Dear Teresa,

Thank you for your purchase order, 697690.

Please be advised that the unit price is incorrect and should be £9.65.

I have placed your order on hold until you advise that you are happy to proceed.

Kind regards

Sarah Walton

Customer Service Representative

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