



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

Fwd: Purchase order LR683076

1 message

Main Account <office@viamed.co.uk>
To: Kate Griffiths <kate.griffiths@viamed.co.uk>

20 November 2020 at 13:37

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

From: **Ward Philippa - Housekeeper** <philippa.ward@uhl-tr.nhs.uk>

Date: Fri, 20 Nov 2020 at 13:36

Subject: RE: Purchase order LR683076

To: zoey.teal@viamed.co.uk <zoey.teal@viamed.co.uk>Cc: Hickinbottom Vicki - Health Care Assistant <Vicki.Hickinbottom@uhl-tr.nhs.uk>, Corton Sharon - Housekeeper <sharon.corton@uhl-tr.nhs.uk>

Hi Zoe

So sorry I have just seen this ..

Yes please I shall add this on next time on cedar

Many thanks and kind regards

Pip

From: Main Account [mailto:viamedinbox@gmail.com] **On Behalf Of** Zoey Teal**Sent:** 18 November 2020 17:21**To:** Ward Philippa - Housekeeper**Cc:** UHL Supplies**Subject:** Purchase order LR683076

Good afternoon Philippa,

Thank you for your order.

I am writing to advise you that there is a carriage charge of £8.00 required for 3 packs of the EyeMax.

Please can you confirm if you are happy to proceed?

Would you like us to make a note on your account to accept carriage charges upto £10.00 for future orders so they are not put on hold or would you prefer us to contact you each time?

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>

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

Twitter: twitter.com/ViamedLtd

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