



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

RE: Research Instruments Ltd. - Order PO109807

1 message

Donna McGovern <Donna.McGovern@coopersurgical.com>
To: "kate.griffiths@viamed.co.uk" <kate.griffiths@viamed.co.uk>

4 January 2021 at 13:54

Hi Kate,

Happy New Year!

PO109807 (MVM127533) that we have due for delivery 15th Jan. Are you able to ship earlier as we could do with asap?

Thanks,

Donna

**Donna McGovern**, Senior Buyer/Planner

Research Instruments Ltd, Bickland Industrial Park, Falmouth, UK, TR11 4TA

CooperSurgical

w: +44 (0)1326 372753 x2039 | dd: +44 (0) 1326 370639

Donna.McGovern@coopersurgical.com

From: Main Account <viamedinbox@gmail.com> **On Behalf Of** Kate Griffiths
Sent: 03 December 2020 09:31
To: Donna McGovern <Donna.McGovern@coopersurgical.com>
Subject: Re: Research Instruments Ltd. - Order PO109807

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Thank you, I see the date now, sorry!

I will let you know the outcome of the credit account as soon as I hear something. Sorry to keep you waiting.

Kind regards

Kate Griffiths

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 Thu, 3 Dec 2020 at 09:28, Donna McGovern <Donna.McGovern@coopersurgical.com> wrote:

Hi Kate,

PO has 15th Jan for delivery so please use that date.

Thanks,

Donna



CooperSurgical

Donna McGovern, Senior Buyer/Planner

Research Instruments Ltd, Bickland Industrial Park, Falmouth, UK, TR11 4TA

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Donna.McGovern@coopersurgical.com

From: Main Account <viamedinbox@gmail.com> **On Behalf Of** Kate Griffiths
Sent: 03 December 2020 09:20
To: Donna McGovern <Donna.McGovern@coopersurgical.com>
Subject: Re: Research Instruments Ltd. - Order PO109807

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Thank you Donna,

That's great. Our accounts department is not available much today, but as soon as I hear from them, I will let you know.

As you say, the delivery is for January 2021, do you have a specific date in January so I can use a date prior to that for shipping?

Many thanks.

Kind regards

Kate Griffiths

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On Thu, 3 Dec 2020 at 09:08, Donna McGovern <Donna.McGovern@coopersurgical.com> wrote:

Hi Kate,

Company reg: 03419143

Vat: 750424749

Email address for accounts dept is correct, contact names: Judy Williams and Shannon Waters

Regards,

Donna



Donna McGovern, Senior Buyer/Planner

Research Instruments Ltd, Bickland Industrial Park, Falmouth, UK, TR11 4TA

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Donna.McGovern@coopersurgical.com

From: Main Account <viamedinbox@gmail.com> **On Behalf Of** Kate Griffiths

Sent: 03 December 2020 08:59

To: Donna McGovern <Donna.McGovern@coopersurgical.com>

Subject: Re: Research Instruments Ltd. - Order PO109807

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Good morning Donna,

Please could I ask for your company registration number and vat number?

Also is the following email address the most suitable for your invoices/accounts department:

RIAccounts@coopersurgical.com

or do you have a contact name/email instead?

Thank you, I will then pass this information to accounts and reply again as soon as I can.

Kind regards

Kate Griffiths

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On Wed, 2 Dec 2020 at 15:10, Donna McGovern <Donna.McGovern@coopersurgical.com> wrote:

Hi Kate,

Yes that's fine as we don't need delivery until January.

Regards,

Donna



Donna McGovern, Senior Buyer/Planner

Research Instruments Ltd, Bickland Industrial Park, Falmouth, UK, TR11 4TA

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Donna.McGovern@coopersurgical.com

From: Main Account <viamedinbox@gmail.com> **On Behalf Of** Kate Griffiths

Sent: 02 December 2020 15:04

To: Donna McGovern <Donna.McGovern@coopersurgical.com>

Subject: Re: Research Instruments Ltd. - Order PO109807

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Hi Donna,

Thank you for your reply. The R-22MED sensors that we have in stock are less than 4 months old.

I will need to ask our accounts department about the credit account, but that would be tomorrow. Please could I reply to you then with the answer?

Many thanks for your patience.

Kind regards

Kate Griffiths

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On Wed, 2 Dec 2020 at 14:54, Donna McGovern <Donna.McGovern@coopersurgical.com> wrote:

Hi Kate,

Can we arrange a credit account please as this could be an ongoing requirement.

Also can you confirm goods will be sent with a min of 15 months expiry left?

Thanks,

Donna



CooperSurgical

Donna McGovern, Senior Buyer/Planner

Research Instruments Ltd, Bickland Industrial Park, Falmouth, UK, TR11 4TA

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Donna.McGovern@coopersurgical.com

From: Main Account <viamedinbox@gmail.com> **On Behalf Of** Kate Griffiths**Sent:** 02 December 2020 14:50**To:** Donna McGovern <Donna.McGovern@coopersurgical.com>**Subject:** Re: Research Instruments Ltd. - Order PO109807

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Good afternoon Donna,

Thank you for your order.

Please see attached proforma invoice. Please let me know if you require any changes to be made.

Many thanks.

Kind regards

Kate Griffiths

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On Wed, 2 Dec 2020 at 14:13, Main Account <office@viamed.co.uk> wrote:

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

From: **Donna McGovern** <Donna.McGovern@coopersurgical.com>

Date: Wed, 2 Dec 2020 at 14:08

Subject: Research Instruments Ltd. - Order PO109807

To: orders@viamed.co.uk <orders@viamed.co.uk>

Please find attached new PO for confirmation by return.

Regards,



image001.jpg
11K

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