



Sarah Walton <viamed.sarah.walton@gmail.com>

RE: Purchase Order

1 message

Steve Lockwood <steve.lockwood@centralgasdetection.co.uk>
To: "sarah.walton@viamed.co.uk" <sarah.walton@viamed.co.uk>

11 February 2021 at 10:34

Thanks Sarah

Royal Mail will be fine.

If you could get that out today please I should get it in time, and I appreciate it is not your problem if it comes late.

Please ensure you use my home address for the delivery.

Mr S Lockwood, [87 County Road, Ormskirk, L39 1NL](#).

If for any reason you can't get it out today, then please use UPS Express.

Many thanks

Best regards

Steve

Steve Lockwood

Central Gas Detection Ltd

07976 987046

From: Main Account <viamedinbox@gmail.com> **On Behalf Of** Sarah Walton
Sent: 11 February 2021 10:21
To: Steve Lockwood <steve.lockwood@centralgasdetection.co.uk>
Subject: Re: Purchase Order

Good morning,

Thank you for your email.

Our phone system is not available due to all office staff working remotely.

I have checked stock levels and we have 1 x R-22AV available.

Our goods out team have advised that shipment via Royal Mail to arrive by 4pm is £7.37 and by UPS Express to arrive by 10.30am is £17.40 or Express Saver to arrive by 12 noon is £16.69.

I need to make you aware that due to the current situation all services can not be guaranteed for next day delivery and is completely out of our control once it has left our warehouse.

Please can you confirm how you would like 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.

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

Email sarah.walton@viamed.co.uk

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

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

Twitter: twitter.com/ViamedLtd

Facebook Page: facebook.com/ViamedLtdUK

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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

On Thu, 11 Feb 2021 at 09:54, Main Account <office@viamed.co.uk> wrote:

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

From: **Steve Lockwood** <steve.lockwood@centralgasdetection.co.uk>

Date: Thu, 11 Feb 2021 at 09:48

Subject: Purchase Order

To: sales@viamed.co.uk <sales@viamed.co.uk>, info@viamed.co.uk <info@viamed.co.uk>

Good morning, I hope you are all well.

Purchase Order No SL 1102

Please supply quantity one oxygen sensor type R22AV

I have tried to call you, but the office is closed.

Do you have this in stock, and can you put on a next day delivery urgently please?

Call me on 07976 987046 to confirm please.

Delivery to my home address please as we are also working from home.

Mr S Lockwood

[87 County Road](#)

[Ormskirk](#)

[Lancashire](#)

[L39 1NL](#)

Charge to account for:-

11/02/2021

Gmail - RE: Purchase Order

Central Gas Detection Ltd

Unit 4 Victoria Mill

Victoria Street

Burscough

Lancashire

L40 0SN

Many thanks

Best regards

Steve