



Kate Griffiths &lt;viamed.kate.griffiths@gmail.com&gt;

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**RE: Oxygen Sensor**

1 message

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**Tracy Gratton** <info@hopemscentre.co.uk>  
To: kate.griffiths@viamed.co.uk

Hi Katie, would it be possible to issue me an invoice including VAT now please so I can either pay over the phc

Thank you for your help.

Regards

**Tracy Gratton**

**Customer Services Manager**

**HOPE MS Therapy Centre**

**Tel: 01646 600384**

**Address: Unit 57 Honeyborough Business Park, Neyland SA73 1SE**

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Please don't print this email unless you really have to.

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**From:** Main Account <viamedinbox@gmail.com> **On Behalf Of** Kate Griffiths  
**Sent:** 17 August 2021 13:21  
**To:** Tracy Gratton <info@hopemscentre.co.uk>  
**Subject:** Re: Oxygen Sensor

Hi Tracy,

Thank you for your reply.

Please see attached proforma invoice as requested. Please let me know if you require any changes to be made, eg. addresses.

I need to ask our accounts director if we have a form we can send you, as usually a customer will send one of theirs with their order.

I will get back to you when I have a reply. **Please do not pay the proforma invoice until we have sorted the VAT exemption certificate.**

Many thanks.

Kind regards

Kate Griffiths

**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 be answered remotely, but please continue to use email where possible.**

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

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