



Sophie Lines &lt;viamed.sophie.lines@gmail.com&gt;

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**Re: proof of delivery**

1 message

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**Sophie Lines** <sophie.lines@viamed.co.uk>

Fri, Apr 29, 2022 at 3:11 PM

Reply-To: sophie.lines@viamed.co.uk

To: dawn.sheriff@nhs.net

Cc: Zoey Teal &lt;zoey.teal@viamed.co.uk&gt;

Dear Dawn,

Thank you for your email. Zoey is not in the office today, so please accept my reply.

Your order was dispatched on 1st April 2022, as per the attached delivery note. Using the tracking number on this document, I have attempted to track the delivery via the Royal Mail website - however, unfortunately it seems this order may have been lost in transit.

I have spoken with a director who has agreed that on this occasion, we will replace your order free of charge. If the original order does eventually arrive - please do return this to us.

For future reference, please be aware of our policy which states on each invoice (please see yours attached) that non delivery should be claimed within 7 days.

If you require any further information please do not hesitate to contact me.

Kind regards

Sophie Lines

Please note: My working days are Monday, Tuesday and Friday

**We are currently working remotely however telephone calls to the main office will still be answered.**<http://www.viamed.co.uk>Email [sophie.lines@viamed.co.uk](mailto:sophie.lines@viamed.co.uk)

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Twitter: [twitter.com/ViamedLtd](https://twitter.com/ViamedLtd)

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-----On Fri, Apr 29, 2022 at 9:17 AM Main Account <[office@viamed.co.uk](mailto:office@viamed.co.uk)> wrote:

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

From: **SHERIFF, Dawn (SHEFFIELD TEACHING HOSPITALS NHS FOUNDATION TRUST)**<[dawn.sheriff@nhs.net](mailto:dawn.sheriff@nhs.net)>

Date: Fri, 29 Apr 2022 at 09:14

Subject: proof of delivery  
To: [zoey.teal@viamed.co.uk](mailto:zoey.teal@viamed.co.uk) <[zoey.teal@viamed.co.uk](mailto:zoey.teal@viamed.co.uk)>

Good morning Zoey

Invoice RVM136223-1 Account 00004560 our order 004754332, can you please provide a proof of delivery for this invoice.

Thank you

Dawn

D Sheriff

Accountancy Assistant

Goods Receipting Section

Purchase Ledger Department

Tel 0114 3052644

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## 2 attachments

 **DVM136223-1.pdf**  
87K

 **RVM136223-1.pdf**  
88K