

**Purchase Order**

VAT Registration Number: GB 743 8117 31

**Please, send all Invoices to:**  
**Accounts Payable**  
**P.O BOX 44425**  
**LONDON, SE1 2UT**  
**Tel: 020 7983 4146**  
**Fax: 020 7983 4241**  
**e-mail: Exchxxxxx@xxxxxx.xxx.xx**

JILL BARTLETT & COMPANY LTD  
 LYNWOOD HOUSE  
 373-375 STATION ROAD  
 HARROW  
 MIDDLESEX  
 HA1 2AW

Page: 1

Supplier Codes: 005344  
 Supplier Name: JILL BARTLETT & COMPANY LTD  
 Supplier Ref:

Order Number: GLA813308

Date: 10/07/2009

**Deliver to:**  
 Greater London Authority  
 City Hall  
 The Queen's Walk  
 More London  
 London  
 SE1 2AA  
**Contact:** Heidi Stokes

Description	Quantity	Unit Price	Net
Number of Teas/Coffees	60.00	1.20	72.00
Date of Meeting:-.....13th July			
Time of Meeting:-.....9.30-12 noon			
Title of Meeting:-.....VAW Stakeholder Roundtable			
GLA Cost Code:-.....c05e			
Project Code:-.....n/a			
Name of Host:-.....Yeliz Osman			
Name of Requester:-.....Heidi Stokes			
Delivery Point:-.....CR2			
Time Room to be Cleared:-.....12.15pm			
Time for Tea/Coffee:-.....9.00am and 10.45am			
Special Instructions: -..... Everything to be served at 9:00am apart from a second round of 30 teas/coffees to be served at 10.45am . Please can the danish pastries be cut in two to make them easy to eat if possible			
Filtered Water (glass)	40.00	0.00	0.00
Continued...			

**Please send all invoices quoting our purchase order number to the address above. This is a requirement for payment. Invoices without a purchase order number will be returned.**

NET VALUE	£
VAT TOTAL	£
<b>ORDER TOTAL</b>	<b>£</b>

This order is subject to the Greater London Authority's standard Terms & Conditions listed overleaf.  
 Any queries on this order should be referred to the contact given above.

Our preferred payment method is BACS. If we currently do not pay you by BACS or you are a new supplier please provide your bank account details in writing to **P.O.BOX 44425** at the address above.

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Description	Quantity	Unit Price	Net
Orange Juice (per litre; 1 litre = 5 glasses)	3.00	2.60	7.80
Cranberry Juice (glass)	3.00	2.60	7.80
Pastries/Muffin/Pain au Chocolate	25.00	1.10	27.50
SEASONAL FRUIT PLATTER	20.00	2.25	45.00

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NET VALUE	£	160.10
VAT TOTAL	£	24.02
<b>ORDER TOTAL</b>	<b>£</b>	<b>184.12</b>

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