

# STANDARD PURCHASE ORDER: DG2017216



**Revision:** 0  
**Document Date:** 06-DEC-2023

Lyreco (UK) Limited  
 Deer Park Court  
 Donnington Wood  
 Telford TF2 7NB  
 ATTN OF:

**Delivery Address**

DG01  
 Earth Sciences  
 University of Oxford  
 South Parks Road  
 Oxford, OX1 3AN

The address where the items need to be physically delivered

**Billing Address**

Earth Sciences  
 University of Oxford  
 South Parks Road  
 Oxford, OX1 3AN

This is where the corresponding invoice needs to be addressed

University of Oxford  
 Earth Sciences  
 VAT No. GB 125 5067 30

ATTN OF: Earth Sciences  
 accounts@earth.ox.ac.uk

The email address which should be used for any query relating to the order, and where the corresponding invoice should be sent.

**Special Instructions:**

The 'COPY' watermark will be on all PO's.

**EORI No: GB 125 5067 30 065**

Supplier Number	Supplier VAT Number	Customer Account No.	Payment Terms	Supplier Contact Phone	Supplier Contact Fax
2072490	GB927265703		30 Days	01962293000	

Line No.	Part Number/Description	Delivery Date	Qty	UOM	Unit Price GBP	Total GBP	VAT Reference
1	157.796 157.796 Lyreco White A4 Paper 80gsm - Box of 5 Reams (5 X 500 Sheets of Paper)	Needed: 08-DEC-2023	10	Each	19.20	192.00	STANDARD
2	2.517.008 2.517.008 Lyreco Hole Punch 4-Hole Black	Needed: 08-DEC-2023	1	Each	4.18	4.18	STANDARD

This is the product code (supplier item) - this will auto-populate from the catalogue for catalogue orders and is free text for non-catalogue orders

This is the 'Description' - this will auto-populate from the catalogue for catalogue orders and is free text for non-catalogue orders.

The 'Needed' date is entered by the ordering Department - it should be a realistic date but there are no controls over this, other than the 'Lead Time' set for for catalogue items.

<b>Total Excl. VAT:</b>	196.18
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STANDARD = Standard Rate VAT

**Terms and Conditions**

Unless the University has entered into a separate written agreement with you for the supply of goods and services, acceptance of this order implies your acceptance of the University's Standard Conditions of Purchase ([See Terms and Conditions](#)). The University's Standard Conditions of Purchase or, as the case may be, the separate written agreement entered into between the University and you shall govern the agreement for your supply of goods and/or services to the entire exclusion of all other terms and conditions, including, but without limitation, any terms and conditions which you purport to apply under any acknowledgement or confirmation of order, quotation, specification, delivery note, or similar document.