



Plymouth Community Homes
Plumer House
Tailyour Road
Crownhill
Plymouth
PL6 5DH

Purchase Order

Web: www.plymouthcommunityhomes.co.uk

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| Supplier: Softcat Ltd Thames Industrial Estate Fieldhouse Lane Marlow SI7 1TB | Purchase Order No: CSIT/1842 Order Date: 21/03/2025 Vat Registration Number: 945 7600 05 |
| Delivery Address: Plymouth Community Homes Plumer House Tailyour Road Crownhill Plymouth PL6 5DH | Invoice Address: Plymouth Community Homes Plumer House Tailyour Road Crownhill Plymouth PL6 5DH |
| Contact Details: Please include the Order Number and contact name below on invoices, otherwise this could result in delayed payment. Invoices to be sent to : PCHAccts.Payable@plymouthcommunityhomes.co.uk Contact Name: Heather Davey Contact Telephone Number: 01752 388118 | |

Our standard short form Terms and Conditions (available at <https://www.plymouthcommunityhomes.co.uk/media/xaydz3yg/pch-terms-and-conditions-for-the-supply-of-goods-and-services-1-8.pdf>) are applicable for this order unless expressly agreed otherwise in writing by Plymouth Community Homes. All of these conditions shall apply to the supply of both Goods and Services except where the application to one or the other is specified. Ensure you familiarise yourselves with these conditions.

| Line | Qty | UOM | Product Code | Description | Deliver By | Unit Cost (£) | Total Cost (£) |
|------|-------|-----|--------------|--|------------|---------------|----------------|
| 1 | 74.00 | EA | | Adobe Acrobat Pro Licences 25th March 2026 expiry | 26/03/2025 | 232.50 | 17205.00 |
| 2 | 1.00 | EA | | Photoshop Pro 25th March 2026 expiry | 26/03/2025 | 423.75 | 423.75 |
| 3 | 9.00 | EA | | Adobe Creative Cloud 25th March 2026 expiry | 26/03/2025 | 949.95 | 8549.55 |

For all services/works orders, please ensure you contact the person who raised the order to advise them that the services/works have been completed and to notify the proposed amount to be invoiced. Invoices should only be submitted once we have agreed these details with you.

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| Issued By: | Heather Davey |
| Approved By: | Eugene Potter |

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| Goods Total | 26178.30 |
| Tax Total | 5235.66 |
| Order Total | 31413.96 |