

06/10/2005 15:33:07



"Sandra Evenden" <Sandra.Evenden@niauk.org> on 06/10/2005 15:25:05

To: [theresa.dickinson@bnfl.com](mailto:theresa.dickinson@bnfl.com)  
cc: [REDACTED]  
Fax to:  
Subject: FW: Labour Party Conference Fringe Event on Trade, 28/9/05

Theresa

Can you please process this for me?

Thank you.

Sandra

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**From:** [brian.hoffmann@bnfl.com](mailto:brian.hoffmann@bnfl.com) [<mailto:brian.hoffmann@bnfl.com>]  
**Sent:** 06 October 2005 15:19  
**To:** Sandra Evenden  
**Subject:** Re: Labour Party Conference Fringe Event on Trade, 28/9/05

Sandra can you please forward this to theresa dickinson in our Energy Unit who will process.

Thx

Brian

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----- Original Message -----

**From:** "Sandra Evenden" [[Sandra.Evenden@niauk.org](mailto:Sandra.Evenden@niauk.org)]  
**Sent:** 06/10/2005 15:08  
**To:** Brian Hoffmann  
**Cc:** [REDACTED]

**Subject:** Labour Party Conference Fringe Event on Trade, 28/9/05

Brian

I have now received the Invoice from The Foreign Policy Centre for £3000.00.

Please can you provide me with the Purchase Order Number and Service Entry Number so that I can Invoice BNFL for the above (it will be £3000.00 + VAT).

Apparently I should be given this information before I do the Invoice?

I will be in the office tomorrow and then I am on leave until Friday the 14<sup>th</sup> October 2005.

Regards

Sandra Evenden  
Accounts Administrator  
Email: [Sandra.evenden@niauk.org](mailto:Sandra.evenden@niauk.org)

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