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# HOUSE OF FRASER

## **ORDERS BY EMAIL WEDDING LIST MESSAGE FORMAT**

**A GUIDE FOR SUPPLIERS**

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## **1. OVERVIEW**

### **1.1 Introduction**

This document shows the Orders by Email message format that House of Fraser offers for wedding list orders.

House of Fraser requires Orders by Email to be sent to a group email account rather than an individual one.

## 2. SAMPLE WEDDING LIST ORDER PDF

### HOUSE OF FRASER

House of Fraser (Stores) Limited  
 Central Buying Office  
 for the House of Fraser Group  
 27 Baker Street, London, W1U 8AH  
 Telephone: 020 7003 4000  
 Registered No. 10677 in Scotland  
 V.A.T Registered No. 259 9768 79  
 Registered Office: Granite House,  
 31 Stockwell Street  
 Glasgow G1 4RZ

**WEDDING LIST ORDER** Page 1 of 1 Date Produced 03 FEB 2009

**SUPPLIER** Account No. 1234567  
**Supplier A**

Reference - Please Quote in Full on all Invoices, Packing Notes and Correspondence

Purchase Order No. : 1200-150367 Ver. 1  
 Department : 0956

Order Type : ORIGINAL  
 Third Party Order Ref : G1074  
 Wedding List Id : 174  
 Wedding Date : 14 FEB 2009  
 Cancellation Date : 14 MAR 2009

#### Special Instructions

Instruction Type	Article	Item	Instructions
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Line No.	Item No.	Description	Purchasing Multiple	Supplier Reference	Total Units	Unit CPTE GBP	Total CPTE GBP	Ticket Price
1	117362008	Product A	(1)		1	189.00	189.00	189.00

Delivery Address :  
 1200  
 Miss A and Mr B  
 14 Test Street  
 Test Town  
 SN3 5HS  
 Day Tel: 01793 123456  
 Email: customer@email.com

#### Trading Terms and Conditions

Acceptance of this Agreement or Purchase Order constitutes acceptance of the terms and conditions specified in the House of Fraser Supplier Manual - Working with Suppliers

<b>Total Units on Order</b>	<b>1</b>
<b>Total Cost Value</b>	<b>GBP 189.00</b>