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NG11 7EP

t. 0333 010 2000

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Monday 1st November 2021

RE: CONFIRMATION OF NOVATION OF CONTRACT

Dear Supply Chain Partner

Following the communication from my colleagues at FSE Fire & Security, we would like to take this opportunity to welcome you as a supply chain partner of Marlowe Fire & Security and to outline some of the changes you might notice in the next few weeks.

As previously stated, Marlowe Fire & Security's adherence to the contractual obligations agreed between you and FSE Fire & Security will remain unaffected by the contract novation.

Updating your records

In order to support you during this process we would like to confirm to you Marlowe Fire & Security's company details and contact information. Please ensure that this notification is distributed to the relevant teams and individuals within your organisation.

If you haven't already updated your records, please do so as soon as possible to avoid delays. These details are effective from November 1st 2021.

Company Name:	Marlowe Fire & Security Limited
Company Registration No:	05239777
VAT Registration No:	GB861382029
Registered Office:	20 Grosvenor Place, London, SW1X 7HN
Trading Address:	Unit 8a, Wilford Industrial Estate, Ruddington Lane, Nottingham, NG11 7EP
Head Office:	Lowry House, 5 Ohio Avenue, Salford Quays, Greater Manchester, M50 2GT
Telephone:	0333 010 2000
Email:	hello@marlowefireandsecurity.com
Website:	www.marlowefireandsecurity.com

Invoices dated after November 1st 2021 in the name of FSE Fire & Security will have to be re-issued in the correct company name with a valid Purchase Order Number and may cause a delay in payment.

Marlowe Fire & Security

Registered Name: Marlowe Fire & Security Limited
Registered Office: 20 Grosvenor Place, London, SW1X 7HN
Registered in England & Wales
Company Registration No. 05239777
Vat No. 861 3820 29



Delivery Notes/Proof of Delivery

For all deliveries that have been sent to site and / or collected by our engineers, please send your proof of delivery to pod@marlowefireandsecurity.com

This will ensure our order is goods received and your invoice will flow through our processes onto your Purchase Ledger account awaiting payment at the appropriate date.

Statements

Please email all statements to supplier.statements@marlowefireandsecurity.com

Invoices

Please email all invoices in PDF format to supplier.invoices@marlowefireandsecurity.com. Please ensure only one invoice per PDF file is transmitted. Please note, our system cannot accept high security PDF files.

For any queries in reference to your account please email the Purchase Ledger Team at purchase.ledger@marlowefireandsecurity.com

What happens next

Effective from November 1st 2021, our email address URL has migrated to @marlowefireandsecurity.com and our new advertised telephone number is 0333 010 2000. All FSE websites have migrated to www.marlowefireandsecurity.com in addition to social media accounts and online directories.

Please be aware that all previous email addresses are automatically redirected to ensure no communication is lost and the old telephone number is diverted.

This new chapter is an exciting step for our business and supply chain partners, and we wish to take this opportunity to thank you for your continued partnership.

We look forward to commencing our relationship and exploring the new opportunities available to us all.

If you have any questions, or require any further information, please email fseintegration@marlowefireandsecurity.com

Yours faithfully,



Paul Mather
Marlowe Fire & Security Managing Director



Rob Flinn
Chief Executive