

Lowry House
5 Ohio Avenue, Salford
Greater Manchester
M50 2GT

t. 0333 010 2000
w. marlowefireandsecurity.com
e. connect@marlowefireandsecurity.com

30 May 2022

RE: CONFIRMATION OF NOVATION OF CONTRACT

Dear Supply Chain Partner

Following the communication from our colleagues at Ruthven Alarms Limited, 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 Ruthven Alarms will remain unaffected by this 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 1st June 2022.

Company Name:	Marlowe Fire & Security Limited
Company Registration No:	05239777
VAT Registration No:	GB861382029
Registered Office:	20 Grosvenor Place, London, SW1X 7HN
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 1st June 2022 in the name of Ruthven Alarms will have to be re-issued in the correct company name with a valid Purchase Order Number and may cause a delay in payment.

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 supplierstatements@marlowefireandsecurity.com

Invoices

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

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



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

No further action is required from you at this time and further updates will be provided to you throughout the process, both directly and through our websites and social media accounts.

This new chapter is an exciting step for our business and supply chain partners, and I wish to take this opportunity to thank you for your continued partnership. I look forward to continuing our valued relationship and exploring the new opportunities that Marlowe Fire & Security can offer.

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

Yours faithfully,



Paul Mather
Managing Director



Rob Flinn
Chief Executive