

To: David Mark[David.Mark@moypark.com]  
Cc: Elizabeth Patterson[Elizabeth.Patterson@moypark.com]  
From: Richard Gregg  
Sent: Wed 2/17/2016 4:40:18 PM  
Importance: Normal  
Subject: FW: Proforma Attached  
MAIL\_RECEIVED: Wed 2/17/2016 4:40:18 PM  
[LOGO JBS Moypark.jpg@d78cc3bf.36724d34](#)  
[MoyPark\\_graphic\\_sig.jpg@ef5ffbca.aee34453](#)

David

I don't know how to answer this e-mail – I cannot raise a PO until I have a Trading Partner reference number established and that will only be allocated upon completion of the application process i.e. signatures etc. and I doubt if that will be by the week-end?

Richard

**Richard Gregg**  
Administration Co-ordinator



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Portadown, Craigavon, Co. Armagh, BT63 5QE.

**From:** Nicola Harron [mailto:nicola@heganbiomass.com]  
**Sent:** 17 February 2016 15:55  
**To:** Richard Gregg  
**Subject:** RE: Proforma Attached

Richard,

Thank-you for getting back to me. Do you think there is any possibility of any money before next week, we have to pay our supplier in Germany in FULL tomorrow lunch time, which is why we are needing 20% on order as I'm sure you can imagine without this it causes a major cash flow problem for us!

If you keep me updated that would be great.

Many Thanks

Nicola Harron

**From:** Richard Gregg [mailto:Richard.Gregg@moypark.com]  
**Sent:** 17 February 2016 14:40  
**To:** Nicola Harron <nicola@heganbiomass.com>; David Mark <David.Mark@moypark.com>  
**Cc:** Fiona Walton <Fiona.Walton@moypark.com>  
**Subject:** RE: Proforma Attached

Nicola

As soon as I complete the Trading Partner application procedure I will then be able to raise a Purchase Order number for payment purposes – hopefully by the beginning/middle of next week.

I will keep you posted.

Regards

Richard

**From:** Nicola Harron [mailto:nicola@heganbiomass.com]  
**Sent:** 17 February 2016 14:13  
**To:** David Mark  
**Cc:** Fiona Walton; Richard Gregg  
**Subject:** Proforma Attached

To all,

Please find attached pro forma invoice on purchase for two no Biomass Boiler's. I am still awaiting a purchase order from yourselves.

We require 20% deposit paid immediately (on order) and a further 60% on factory despatch (prior installation) with final payment to be paid on completion of installation.

Delivery is due 25<sup>th</sup> February. Site **MUST** be ready for installation to take place otherwise this will cause a delay, which neither parties can afford. RHI application deadline is 29<sup>th</sup> February 12pm, thus meaning all requirements for application submission must be complied and eligible prior in good time. Our team are committed and prepared to meet the deadline on all sides (Installation, electrical & Plumbing works, RHI application) on the premises authorised signatory and site are eligible within the scheme in place under the current time frame. Guidance to RHI scheme can be found; <https://www.ofgem.gov.uk/environmental-programmes/non-domestic-renewable-heat-incentive-rhi/how-apply-non-domestic-rhi>.

Please advise payment can be made to suit these arrangements as we are currently having to pay all suppliers ahead of factory despatch.

Again I need site addresses for installations and contact information for person who will be acting as authorised signatory on the RHI application as a matter of urgency.

Many Thanks

Nicola Harron