



8 December 2016

Dear Valued ISS Supplier

Further to our previous correspondence we are pleased to announce the forthcoming integration of Industrial & Scientific Supplies operations into Camlab Ltd.

With effect from 3<sup>rd</sup> January 2017 the two businesses will combine to trade under the Camlab Ltd name and operate fully from our existing Cambridge warehouse in Over, enabling us to increase stock levels and provide complete supply from one central location with a wider team in place to support your needs.

We would therefore ask that your systems are updated with effect from 3<sup>rd</sup> January to reflect the below new address and contact details.

**Camlab Limited**  
**Unit 24 Norman Way Industrial Estate**  
**Over**  
**Cambridge**  
**CB24 5WE**  
**Tel: 01954 233145**  
**Fax: 01954 233101**

Any outstanding orders scheduled for delivery from the 3<sup>rd</sup> January onwards should be sent to this new address. Any new orders placed in 2017 will be placed by Camlab Ltd under the existing terms and conditions.

We believe this change will enable us to serve our increased customer base even more effectively and can help us grow significantly.

If you have any questions about this matter please contact us at any time.

Yours faithfully

A handwritten signature in black ink, appearing to read 'B. Sunderland'.

Ben Sunderland  
Managing Director, Camlab Limited



# Acquisition FAQ's

## As a Supplier where should I send order confirmations?

Order confirmations should be emailed to [purchasing@camlab.co.uk](mailto:purchasing@camlab.co.uk) . If you have any queries please contact the office on 01954 233145.

## As a Supplier who should I contact for payment?

For the moment you should still contact [accounts@industrialscientific.co.uk](mailto:accounts@industrialscientific.co.uk) where payments will be authorised although payment will be actioned from Camlab against our remittances. If you require any further information please give us a call on 01954 233140.

## As a supplier where should I be sending deliveries?

Any outstanding orders scheduled for delivery from the 3<sup>rd</sup> January 2017 onwards should be sent to the new address in Over. Any new orders placed in 2017 will be placed by Camlab Ltd under the existing terms and conditions and will state the new delivery address.

## Do I have to phone a different number or use a different website?

No there are no changes to existing numbers at this time.

You can still contact ISS on 01223 891953 or the new number at Camlab 01954 233145.

All products will still be listed on [www.industrialscientific.co.uk](http://www.industrialscientific.co.uk).

You can contact Camlab on 01954 233 110 and now also view ISS products online at [www.camlab.co.uk](http://www.camlab.co.uk)

## Will our products still be visible on your website?

Yes - in fact Camlab will also be able to promote your products across their website (Currently over 40,000 visitors per month).

## Where should I send existing and future invoices?

From the 3<sup>rd</sup> Jan 2017 invoices should be sent by email to or by post to the following address:

Camlab Ltd (ISS)  
Unit 24  
Norman Way Industrial Estate  
Over, Cambridge  
CB24 5WE

Email : [finance@camlab.co.uk](mailto:finance@camlab.co.uk)  
Phone 01954 233 140 (Accounts Department)

## Has our sales rep or office contact changed?

Please contact the people you are used to dealing with. We will also have extra people in future to sell and support your products.

## Have the VAT or company registration numbers changed?

Yes, Camlab Limited's details will appear on ISS paperwork from 3<sup>rd</sup> Jan 2017.

VAT Reg No: 213 306 317

Reg No: 00484244

## Will paperwork look the same?

Paperwork will change from the 3<sup>rd</sup> January 2017 showing both the ISS and Camlab logos.



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Cambridge, CB24 5WE, United Kingdom  
Tel: +44(0)1954 233100

VAT Number: GB 213 3063 17  
Registered in England: 484244

ISS Ltd  
VAT Number: GB 214 3490 89  
Registration Number: 04484861