

## **PURCHASE ORDER**

Sue Bagco Ltd Unit 3, Churchill Court

Hortons Way

Westerham

TN16 1BT

Kent

Date: 28 January 2019

Required by: 12 February 2019

Job Title lingaskills folder

Order No: PO209723 Job Ref: 86952

## PLEASE SUPPLY

Product Description	Ref No	Colours	Qty	Unit Price	Cost	£
BLACK Dartford A4 conference folder - LOGO	B1321	1 white	1000	3.66	3,660	0.00
PLACEMENT BOTTOM RIGHT Budget imitation leather A4 folder				Setup	25	5.00
Made from lightly grained PVC - USB holder - 20 page A4 lined pad included (Accessories not included)				Delivery	168	3.00
					C	0.00
Printed 1 colour on the front (bottom right)  Dimensions: 328 x 242 x 12mm - Print area: 17	0					
x 125mm				Total	£ 3853	3.00

**Delivery Address:** 

FAO Becky Sutton

DC20 Unit 5

Stirling Way

Papworth

**CB23 3GY** 

**Special Instructions:** 

Please send proof to Laura.k@propa.net

No fail delivery 12th Feb for initial 200

800 to follow on when stock comes in approx 22nd Feb 2019

Please ensure that a Proof is sent for approval prior to Production.

Please ensure that there are no markings on boxes or paperwork relating to your factory. If requested please send sample of product(s) to this office.

All Purchase Order numbers must appear on invoices to allow them to be processed. If there is any delay we must be informed immediately by fax or telephone.

All overs and unders must be notified to the office in writing two days prior to despatch.

Ordered by:

Laura Kay

Propaganda





