

# Purchase Order



## Supplier Address

Nigel Pearce  
Bagco Ltd  
Unit 3, Churchill Court  
Hortons Way  
Westerham  
TN16 1BT  
United Kingdom

## Delivery Address

Steve Bailey  
Accent Commercial Resources  
Unit 10A, Sawley Park,  
Nottingham Road  
Derby  
DE21 6AS  
United Kingdom

**Purchase Order No.** 303136-405120

**Date** 13/02/2019

**Delivery date** 25/02/2019

## Account Manager

Caroline Hare

## E-mail

caroline@aspectcpm.co.uk

Dear Nigel,

**We would like to order the following:**

Product no.	Product Description	Quantity	Unit price	Subtotal
B1321	<b>Dartford A4 Conference Folder In Black.</b> Lightly Grained PU. REACH Compliant. Complete with USB Holder & 20 Page Recycled Paper Note Pad. Minimum Quantity: 50.	100	4.03	403.00
Delivery	Delivery - To 1 UK Mainland Address	1	30.00	30.00
Origination	Origination	1	25.00	25.00
<b>Subtotal</b>				458.00
VAT 20%				91.60
<b>Total</b>				549.60

## Reference

**Please note our PO number: "303136-405120", and quote it on your invoices.  
Failure to do this could well result in delayed payment.**