

**Supplier Address**

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

**Delivery Address**

Sascha Garcia  
Goodman & Lilley Ltd  
9 High Street  
Shirehampton  
Bristol  
BS11 0DT  
United Kingdom

# Purchase Order

**Purchase Order No.** 31679  
**Date** 18/02/2019  
**Delivery date** 07/03/2019

**Account Manager** David Reid  
**Telephone** +44-1482-631722  
**E-mail** david@promobox.co.uk

Dear Nigel,

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

Product no.	Product Description	Quantity	Unit price	Subtotal
B1261	<b>Pembury A4 Ringbinder Zipfolio In Black.</b> foil blocked in silver	20	11.05	221.00
Origination	Origination	1	30.00	30.00
Carriage	Carriage	1	11.00	11.00
<b>Subtotal</b>				262.00
VAT 20%				52.40
<b>Total</b>				314.40

**Reference** Please note our PO number: "31679", and quote it on your invoices.  
Failure to do this could well result in delayed payment.