

Supplier Address

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

Delivery Address

Michelle McCutcheon
TSB Bank Plc
22a Great Hampton Street
Birmingham
B18 6AH
United Kingdom

Purchase Order

Purchase Order No. 24534-36978
Date 15/03/2019
Delivery date 26/03/2019

Account Manager Adam Portsmouth
E-mail adam@roantree.co.uk

Dear Nigel,

We would like to order the following:

Product no.	Product Description	Quantity	Unit price	Subtotal
B1881	Goudhurst A4 Zipped Bonded Leather Tabletfolio Conference Folder In Black. Stylish A4 Zipped Tabletfolio Made from Sheen Bonded Leather. Features Internal Tablet Pocket and Black Cover Recycled 50 Page Note Pad. To be blind embossed Bottom Central on Front Cover Re: TSB logo.	16	£ 11.13	£ 178.08
Origination	Origination	1	£ 0.00	£ 0.00
Carriage	Carriage Delivery to 5 different addresses.	1	£ 11.00	£ 11.00
Total				£ 189.08

Reference Please note our PO number: "24534-36978", and quote it on your invoices. Failure to do this could well result in delayed payment.

Delivery Date Please advise us if our requested delivery date changes. Please ensure any changes (including early delivery) are agreed with Roantree in advance.

POD Please ensure we receive a POD for all deliveries. This is required before any invoices will be paid.

File Copy Please provide a file copy to Roantree of all items produced.

Quantity Please ensure there are no under's or over's unless agreed with Roantree.