

## Supplier Address

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

## Delivery Address

Saphia Chaudhry  
London Corporate Training Ltd  
3 Shortlands  
Hammersmith  
LONDON  
W6 8DA  
United Kingdom

**Purchase Order No.** 25655-90805

**Date** 21/03/2019

**Delivery Date** 01/04/2019 \*\* NO FAIL \*\*

**Account Manager** Zsuzsanna Varro  
**E-mail** tstproduction@sourcing.co.uk

## PLEASE SUPPLY THE FOLLOWING GOODS AND SERVICES:

| Product No.     | Product Description  | Quantity | Unit Price | Subtotal   |
|-----------------|--|----------|------------|------------|
| B1261           | <b>Pembury 4 Ring Zipfolio In Black.</b><br>Reach Compliant Zip Imitation Leather A4 4-ring Binder.<br><br>Size: 35cm x 27cm x 4.5cm<br>Material: Lightly Grained High Grade PU<br>Colour: Black<br>Finishing: Supplied with 20 Page Recycled Paper Note Pad & Stylish Contemporary Organizer Section.<br>Print Details: 'London Corporate Training' with web address below<br>'www.lct.co.uk' - Font used Gills Sana MT in GOLD<br>when landscape top left corner with folio opening down.<br><br>Repeat Order: 25364 / 90190 | 100      | £ 8.30     | £ 830.00   |
| Origination     | Origination  | 1        | £ 17.00    | £ 17.00    |
| Carriage        | Carriage<br>carriage   | 1        | £ 40.00    | £ 40.00    |
| <b>Subtotal</b> |  |          |            | £ 887.00   |
| VAT 20%         |  |          |            | £ 177.40   |
| <b>Total</b>    |  |          |            | £ 1,064.40 |

**Please note our PO number: "25655-90805", and quote it on your invoices.  
Failure to do this could well result in delayed payment.**

**TST PURCHASE ORDER TERMS:** All deliveries are to be made using Delivery Notes supplied by The Sourcing Team. A signed copy of the delivery POD is required within 48 hours to tstproduction@sourcing.co.uk

**UNDERS & OVERS:** We must be supplied with the exact order quantity specified. Overs will not be paid for unless agreed in writing by The Sourcing Team & Unders are not acceptable.

**TERMS & CONDITIONS:** All orders are based on The Sourcing Team Terms & Conditions of Purchase please request a copy from tstproduction@sourcing.co.uk

**FILE SAMPLES:** Where file samples are requested this does form part of the contract and payment may be withheld if requested samples are not supplied.

**INVOICING:** Invoices to be sent to invoices@sourcing.co.uk only. All invoices must specify TST Order No. & TST Order Contact. Invoices that do not contain this information will be rejected and returned for correct completion. Finance can be contact directly on +44 (0) 20 8666 0784.

**TIME IS OF THE ESSENCE:** Dates specified are critical and must be adhered to - time is of the essence on all orders.

**PDF PROOF:** Please supply emailed PDF proof within 24 hours (unless otherwise stated) sent directly to the account manager for approval

VAT No: 676395092 Reg in England No: 3199616