

**Supplier Address**

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

**Delivery Address**

Andy Crowther  
Mikrofill Systems Ltd  
West Court Merse Road  
Moons Moat North Industrial Estate  
Redditch  
B98 9HL  
United Kingdom

## Purchase Order

**Purchase Order No.** 24572-37051  
**Date** 29/03/2019  
**Delivery date** 26/04/2019

**Account Manager** Katie Conneely  
**E-mail** katie@roantree.co.uk

Dear Nigel,

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

| Product no.  | Product Description  | Quantity | Unit price | Subtotal          |
|--------------|--|----------|------------|-------------------|
| B1324        | <b>DARTFORD A4 ZIP CALCULATOR CONFERENCE FOLDER in Black.</b><br>Lightly Grained PU. REACH Compliant. Complete with USB Holder, 8 Digit Calculator & 20 Page Recycled Paper Note Pad.<br><br>Printed 2 colours | 250      | £ 6.71     | £ 1,677.50        |
| Origination  | Origination  | 1        | £ 15.00    | £ 15.00           |
| Carriage     | Carriage   | 1        | £ 62.00    | £ 62.00           |
| <b>Total</b> |  |          |            | <b>£ 1,754.50</b> |

**Reference** Please note our PO number: "24572-37051", 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.