

**Purchase Order No:**  
**78130-BAG-09AA**



**Vendor:**

Kirsty Wickenden  
Bagco  
Unit 3, Churchill Court  
Hortons Way  
WESTERHAM  
Kent  
TN16 1BT

Tel: 01959 560500  
Fax: 01959 563034

**Delivery Address:**

**PLAIN COVER:**  
Farakh Qureshi  
Systech Instruments Ltd  
17 Thame Park Business  
Centre,  
Wenman Rd,  
Thame  
OX9 3XA,  
United Kingdom

**PLEASE CONFIRM BY EMAIL WHEN  
ORDER IS DESPATCHED  
INCLUDING LIST OF GOODS  
DESPATCHED - EMAIL TO:  
megan@creativeemporium.co.uk**

Delivery Date: 10/05/19

Qty	Product Code	Description	Unit Cost	Total Cost
50	B1321	Dartford' A4 Conference Folder In Black With A Full Colour Digital UV Print To One Position Budget A4 non zip folder made from lightly grained REACH compliant PVC. USB holder, pen loop and 20 page recycled lined paper notepad included. Order and artwork confirmation required today for delivery on the 10th May	£4.13	£206.50
1		Origination	£25.00	£25.00
1		Carriage to One Mainland UK Address	£15.00	£15.00
<b>If sending branded goods, please send an extra copy for our sample file to: Megan Hanson, Creative Emporium, 4 Whitehall Cross, Leeds, LS12 5XE</b>			<b>Subtotal</b>	<b>£246.50</b>
			<b>VAT @ 20%</b>	<b>£49.30</b>
			<b>Total</b>	<b>£295.80</b>

OUR DETAILS: -----

4 Whitehall Cross  
Leeds // LS12 5XE

t // 08707 500057  
f // 08707 500058

e // info@creativeemporium.co.uk  
w // creativeemporium.co.uk

a  Company

**Please include our order number in all email correspondence**  
**For anything order related please contact: [megan@creativeemporium.co.uk](mailto:megan@creativeemporium.co.uk)**  
**Please send artwork proofs to: [kris@creativeemporium.co.uk](mailto:kris@creativeemporium.co.uk)**

For branded items we will always require a visual proof and/or a pre-production sample to approve in writing by our team before production commences. Failure to comply may result in non-payment or cancellation of order. Please advise us of any additional or increased costs and we will revise the Purchase Order where appropriate. Invoices for different items or with charges greater than issued Purchase Order will NOT be approved. If there are any shortages of stock for this order, or if you need any further information in order to meet the delivery date please contact the person who has placed this order at the email address above or on 0870 300 1426.

Megan Hanson

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a  Company