

## PURCHASE ORDER

Name: Bagco Email: sales@bag-co.co.uk

We would be grateful if you can confirm acceptance of this order. Delivery required(at the absolute latest) by:31/05/2019

To meet our Service Level agreement, we require:

- Our proof within 24 hours of receipt of this order
- A file copy of a finished branded product to check quality and process your invoice for payment.
- Delivery details once the order has been despatched
- Your invoice must show the job order number otherwise it will be rejected for payment, which is not something we want to do!

Please deliver under plain cover and include the attached delivery note to:

Ellen Glover  
Leeds Beckett University  
NT107 Northern Terrace  
Queen Square  
LeedsPlease send  
Branded copy and  
Invoice toAllwag Promotions Ltd  
Merchandise House  
The Street  
Hatfield Peverel  
Essex  
CM3 2DP

LS2 8AG

Date: 13/05/2019

Order Number: 70640

Allwag Code	Item Name	Qty	Branding Details	Variation
B9807/S011	Newchurch 6.5oz Recycled Cotton Tote Bag	110	Full Colour	n/a

Supplier Unit Price: £1.730

Origination cost £25.00

Carriage Charge £10.00

Extra Charge £0.00

Extra Charge PI £0.00

As agreed with Bagco 4/4

Pantone refs: Full Colour

Position:

Print Name: LBU Leeds Sustainability Institute

Product Size:

Product Colour: Blue

Item Extras:

Should you have any queries, please contact us immediately before proceeding.