

Supplier Address

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

Delivery Address

Suzanna Bishop
The IET
Unit 7
Fulton Close
Argyle Way Trading Estate
Stevenage
SG1 2AF
United Kingdom

Purchase Order

Purchase Order No. 24685-37280
Date 13/05/2019
Delivery date 31/05/2019

Account Manager Emma De Watteville
E-mail emma@roantree.co.uk

Dear Nigel,

We would like to order the following:

Product no.	Product Description	Quantity	Unit price	Subtotal
B1261	Pembury 4 Ring Zipfolio In Black. Reach Compliant Zip Imitation Leather A4 4-ring Binder. Made From Lightly Grained High Grade P. U. Supplied with 20 Page Recycled Paper Note Pad & Stylish Contemporary Organizer Section. 2 colour digital print to 1 position Delivery to 1 UK address (Palletised) 500 units delivered by 31st May Remainig 500 to be delivered by end of June Please inform Roantree a couple of days before delivery, as we need to book this in with our Client and their Warehouse.	1000	£ 8.52	£ 8,520.00
Origination	Origination	1	£ 25.00	£ 25.00
Carriage	Carriage	1	£ 135.00	£ 135.00
	Carriage cost for both delivers			
Total				£ 8,680.00

Roantree Incentive Marketing

5 Lancaster Court, Coronation Road, High Wycombe, Buckinghamshire, HP12 3TD
T: 0844 225 0470 | E: sales@roantree.co.uk | web: www.roantree.co.uk
Registered in England & Wales, Registration No. 4215475 VAT Reg. No. 642 2557 47

Reference

Please note our PO number: "24685-37280", 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.

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