

**Supplier Address**

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

**Delivery Address**

Sophie Thorn  
University of Gloucestershire  
Pittville Student Village  
Laurie Lee Building  
Albert Road  
GL52 3JG  
United Kingdom

## Purchase Order

**Purchase Order No.** 24848-37539  
**Date** 05/07/2019  
**Delivery date** 24/07/2019

**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        |
|--------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|------------|-----------------|
| N9211-7      | <b>Broadstairs A5 Kraft Paper Notebook - Black Trim</b><br>128g Kraft Paper Cover. 70gsm Recycled Paper.<br><br>Logo printed full colour to 1 position on front cover.<br><br>Delivery to 1 UK address.<br><br>Lead time: Approx. 10 working days from artwork proof approval | 200      | £ 1.58     | £ 316.00        |
| Origination  | Origination                                                                                                                                                                                                                                                                   | 1        | £ 25.00    | £ 25.00         |
| Carriage     | Carriage                                                                                                                                                                                                                                                                      | 1        | £ 24.00    | £ 24.00         |
| <b>Total</b> |                                                                                                                                                                                                                                                                               |          |            | <b>£ 365.00</b> |

**Reference** Please note our PO number: "24848-37539", 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.