

Bagco Ltd  
Unit 3 Churchill Court  
Hortons Way  
Westerham  
Kent  
TN16 1BT

Date: 14 August 2019  
Order Required by: 4 September 2019  
Job Title: IBIS Folder  
Order No. PO1358

## PURCHASE ORDER

Product Description	Ref No	Colours	Qty	Unit Price	Cost	£
Dartford A4 Zipped Folder		1	50	4.88	244.00	
				Setup	25.00	
				Delivery	16.00	
					0.00	
					Total	£ 285.00

### Delivery Address

Sue Hall  
Synergraphics Ltd  
Navigation House  
18 Common Lane  
New Haw  
Surrey  
KT15 3LH

### Special Instructions

Printed Digitally to 1 position. Logo in Bottom right hand corner

Please ensure that there are no markings on boxes or paperwork relating to your factory. If requested please send sample of product(s) to this office.

All Purchase Order numbers must appear on invoices to allow them to be processed. If there is any delay we must be informed immediately by fax or telephone.

All overs and unders must be notified to the office in writing two days prior to despatch.

Order by:



Ben Hall  
Synergraphics Ltd