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#### Supplier Address

Alice Plummer  
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Unit 3, Churchill Court  
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Westerham  
TN16 1BT  
United Kingdom

#### Delivery Address

Rebecca Wilson  
SSE plc - Grampian House  
Grampian House  
200 Dunkeld Road  
PERTH  
Perthshire  
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United Kingdom

## Purchase Order

**Purchase Order No.** 32425-33606  
**Date** 30/10/2019  
**Delivery Date** 15/11/2019

**Account Manager** Lauren McKenna  
**E-mail** lauren@proad.co.uk

Dear Alice,

**We would like to order the following:**

Product No.	Product Description	Quantity	Unit Price	Subtotal
B1321	<b>Dartford A4 Conference Folder</b> Unzipped budget folder made from lightly grained REACH compliant PVC with USB holder and 20 page recycled paper notepad.  black with white print sse Renewables branding - Awaiting artwork	50	4.85	242.50
Origination	Origination	1	25.00	25.00
Carriage	Carriage	1	16.00	16.00
B1323	<b>Dartford A5 Zip Conference Folder In Black.</b> Lightly Grained PU. REACH Compliant. Complete with USB Holder & 20 Page Recycled Paper Note Pad. Minimum Quantity: 50.  black with white colour print sse Renewables branding - awaiting artwork	50	3.55	177.50
Origination	Origination	1	25.00	25.00
Carriage	Carriage	1	10.00	10.00
<b>Subtotal</b>				496.00
VAT 20%				99.20



Bespoke Design  
Solutions



Corporate Schemes



Express Solutions



Worldwide Sourcing



Corporate Clothing  
Solutions



Purchase Order No. 32425-33606

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We would like to order the following:

Product No.	Product Description	Quantity	Unit Price	Subtotal
			Total	595.20

#### Reference

Please note our PO number: "32425-33606", and quote it on your invoices.  
Failure to do this could well result in delayed payment.

Please could you acknowledge receipt of this order  
A PDF proof is required prior to production  
Please send all correspondence relating to this order to [production@proad.co.uk](mailto:production@proad.co.uk)  
Unless otherwise agreed only exact order quantity will be accepted.  
Please send a tracking number on despatch. Failure to do this may result in delays in payment.

If you have any questions please do not hesitate to contact me.

Kind Regards  
Lauren McKenna



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