

Supplier Address

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

Delivery Address

Saphia Chaudhry
London Corporate Training Ltd
3 Shortlands
Hammersmith
LONDON
W6 8DA
United Kingdom

Purchase Order No. 26065-91599

Date 20/11/2019

Delivery Date **02/12/2019 ** NO FAIL ****

Account Manager Zsuzsanna Varro
E-mail tstproduction@sourcing.co.uk

PLEASE SUPPLY THE FOLLOWING GOODS AND SERVICES:

Product No.	Product Description	Quantity	Unit Price	Subtotal
B1327 Dartford A4 Ringbinder	Dartford A4 Ringbinder A4 Zipped Ring Binder folder made from lightly grained REACH compliant PVC. USB holder, 4 ring binder with 25mm O rings, pen loop and 20 page recycled lined paper notepad included Size: 25mm x 33mm x 4mm Material: Lightly grained REACH compliant PVC Weight: 0.8kg Colour: Black Print Details: 'London Corporate Training' with web address below 'www.lct.co.uk' - Font used Gills Sana MT in GOLD when landscape top left corner with folio opening down. Print Area: 17cm x 14cm Packing: Bulk Repeat Order: 25836 / 91132 Please supply emailed PDF proof within 24 hours (unless otherwise stated) sent directly to the account manager for approval.	100	£ 6.20	£ 620.00
Origination	Origination	1	£ 17.00	£ 17.00
Carriage	Carriage	1	£ 29.00	£ 29.00
Subtotal				£ 666.00
VAT 20%				£ 133.20
Total				£ 799.20

Product No.	Product Description	Quantity	Unit Price	Subtotal
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Please note our PO number: "26065-91599", and quote it on your invoices.

Failure to do this could well result in delayed payment.

TST PURCHASE ORDER TERMS:	All deliveries are to be made using Delivery Notes supplied by The Sourcing Team. A signed copy of the delivery POD is required within 48 hours to tstproduction@sourcing.co.uk
UNDERS & OVERS:	We must be supplied with the exact order quantity specified. Overs will not be paid for unless agreed in writing by The Sourcing Team & Unders are not acceptable.
TERMS & CONDITIONS:	All orders are based on The Sourcing Team Terms & Conditions of Purchase please request a copy from tstproduction@sourcing.co.uk
FILE SAMPLES:	Where file samples are requested this does form part of the contract and payment may be withheld if requested samples are not supplied.
INVOICING:	Invoices to be sent to invoices@sourcing.co.uk only. All invoices must specify TST Order No. & TST Order Contact. Invoices that do not contain this information will be rejected and returned for correct completion. Finance can be contact directly on +44 (0) 20 8666 0784.
TIME IS OF THE ESSENCE:	Dates specified are critical and must be adhered to - time is of the essence on all orders.
PDF PROOF:	Please supply emailed PDF proof within 24 hours (unless otherwise stated) sent directly to the account manager for approval

VAT No: 676395092 Reg in England No: 3199616