

## Supplier Address

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

## Delivery Address

Beth Humphries  
Responsible Life  
Units 11-24  
4A Mills Bakery  
Royal William Yard  
Plymouth  
PL1 3GE  
United Kingdom

**Purchase Order No.** 26074-91628

**Date** 02/12/2019

**Delivery Date** **13/12/2019 \*\* 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
N1312	<b>Larkfield Soft Feel A5 Notebook</b> Soft feel PVC notebook with 96sheets 70g recycled cream paper with black rule line distance 8mm. Notebook has a cream paper tuck pocket inside back cover and elastic pen loop and cord for closure.  Materials: Larkfield Soft Feel PVC Dimensions: 21x14x1.6cm Weight (kgs): 0.300 Print details: Responsible life logo printed in 1 colour print to front below Print colour: White PAckaging: Bulk Please supply emailed PDF proof within 24 hours (unless otherwise stated) sent directly to the account manager for approval.	300	£ 1.49	£ 447.00
Origination	Origination	1	£ 25.00	£ 25.00
Carriage	Carriage	1	£ 33.00	£ 33.00
<b>Subtotal</b>				£ 505.00
VAT 20%				£ 101.00
<b>Total</b>				<b>£ 606.00</b>

Product No.	Product Description	Quantity	Unit Price	Subtotal
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**Please note our PO number: "26074-91628", and quote it on your invoices.**

**Failure to do this could well result in delayed payment.**

<b>TST PURCHASE ORDER TERMS:</b>	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 <a href="mailto:tstproduction@sourcing.co.uk">tstproduction@sourcing.co.uk</a>
<b>UNDERS &amp; OVERS:</b>	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.
<b>TERMS &amp; CONDITIONS:</b>	All orders are based on The Sourcing Team Terms & Conditions of Purchase please request a copy from <a href="mailto:tstproduction@sourcing.co.uk">tstproduction@sourcing.co.uk</a>
<b>FILE SAMPLES:</b>	Where file samples are requested this does form part of the contract and payment may be withheld if requested samples are not supplied.
<b>INVOICING:</b>	Invoices to be sent to <a href="mailto:invoices@sourcing.co.uk">invoices@sourcing.co.uk</a> 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.
<b>TIME IS OF THE ESSENCE:</b>	Dates specified are critical and must be adhered to - time is of the essence on all orders.
<b>PDF PROOF:</b>	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