



Claremont House
25 North Place
Morpeth
Northumberland
NE61 1DF
+44 (0) 1670 518928
solutions@proad.co.uk
www.proad.co.uk

Supplier Address

Alice Plummer
Bagco Ltd
Unit 3, Churchill Court
Hortons Way
Westerham
TN16 1BT
United Kingdom

Delivery Address

Debbie Watts
SSE
SPLIT DELIVERY
United Kingdom

Purchase Order

Purchase Order No. 32584-33867
Date 13/01/2020
Delivery Date 27/01/2020

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
N9419	Eco-Natural Downswood A5 Cotton Note Book In Natural. A5 Eco Note Book with Cover Made From 3oz Natural Cotton. Black Ribbon & Black Elastic Closure & Pen-Loop. 80 Lined Recycled 70gsm Cream Paper Pages. Colour Navy One colour print in white Split delivery 250 to one address and 750 to another Delivery Address(s): To Scotland location – Attn Helene Fosse, ICE Team, SSEN, Inveralmond House Perth, Scotland, PH1 3AQ 250 x notepads To Walton Park location – Attn Debbie Watts, ICE Team, SSEN, Walton Park, Cosham, Portsmouth, Hampshire, PO6 1UJ 750 x notepads	1000	1.36	1,360.00
Origination	Origination	1	25.00	25.00
Carriage	Carriage	1	96.00	96.00
Subtotal				1,481.00
VAT 20%				296.20
Total				1,777.20



Bespoke Design
Solutions



Corporate Schemes



Express Solutions



Worldwide Sourcing



Corporate Clothing
Solutions



Purchase Order No. 32584-33867

Page 2/2

We would like to order the following:

Product No.	Product Description	Quantity	Unit Price	Subtotal
Reference	Please note our PO number: "32584-33867", 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
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



Bespoke Design
Solutions



Corporate Schemes



Express Solutions



Worldwide Sourcing



Corporate Clothing
Solutions