

#### Supplier Address

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

#### Delivery Address

Cat Launchbury  
NS Events Group Ltd  
Unit 4 Cavalier Court  
Bumpers Way  
Chippenham  
SN14 6LH  
United Kingdom

## Purchase Order

**Purchase Order No.** 32163  
**Date** 10/02/2020  
**Delivery date** 03/03/2020 \*\* NO FAIL \*\*

**Account Manager** David Reid  
**Telephone** +44-1482-631722  
**E-mail** david@promobox.co.uk

Dear Nigel,

We would like to order the following:

Product no.	Product Description	Quantity	Unit price	Subtotal
B9710	<b>Chatham Gift Bag</b> Blue, A5 Gift Bag. Printed 1 colour to 1 side	100	0.60	60.00
Origination	Origination	1	25.00	25.00
Carriage	Carriage	1	10.00	10.00
<b>Subtotal</b>				95.00
VAT 20%				19.00
<b>Total</b>				114.00

**Reference** Please note our PO number: "32163", and quote it on your invoices.  
Failure to do this could well result in delayed payment.