

## 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.** 26159-91795

**Date** 10/02/2020

**Delivery Date** 20/02/2020 \*\* 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	<b>Dartford A4 Ringbinder</b> 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: 26065 / 91599  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	£ 15.00	£ 15.00
Carriage	Carriage	1	£ 29.00	£ 29.00
<b>Subtotal</b>				£ 664.00
VAT 20%				£ 132.80
<b>Total</b>				£ 796.80

Product No.	Product Description	Quantity	Unit Price	Subtotal
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**Please note our PO number: "26159-91795", 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](mailto: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](mailto: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](mailto: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