

**Purchase Order No:**  
**80595-BAG-09AA**



**Vendor:**

Kirsty Wickenden  
Bagco  
Unit 3, Churchill Court  
Hortons Way  
WESTERHAM  
Kent  
TN16 1BT

Tel: 01959 560500

Fax: 01959 563034

Email: [production@bag-co.co.uk](mailto:production@bag-co.co.uk)

**Delivery Address:**

**PLAIN COVER:**  
Oxford Academy for  
Education  
10a Littlegate Street  
Oxford  
OX1 1RL

**PLEASE CONFIRM BY EMAIL WHEN  
ORDER IS DESPATCHED  
INCLUDING LIST OF GOODS  
DESPATCHED - EMAIL TO:  
[kelly.lafferty@creativeemporium.co.uk](mailto:kelly.lafferty@creativeemporium.co.uk)**

Delivery Date: 28/02/20

Qty	Product Code	Description	Unit Cost	Total Cost
50		Pembury Tablet Pc Folio Black - Plain Stock Colour: Black Zipped A4 sized Tablet PC Folio made from Reach compliant PU. Can accommodate most Tablet PC's in soft feel sleeve. 20 page recycled lined notepad, USB holders, pen loop, mesh pocket and business card slots included. Lead Time: 2-3 Days	£6.75	£337.50
1		Carriage to 1 UK Mainland Address	£19.00	£19.00
50		Knowlton Delegate Bag in a blue with a one colour screen print to one position REACH compliant* budget conference meeting bag made from 300x250d polyester. With handy pockets, carry handle and adjustable shoulder strap. lead time: 10 workin days	£3.05	£152.50
1		Origination	£25.00	£25.00
1		Carriage to One Mainland UK Address	£10.00	£10.00

OUR DETAILS: -----

4 Whitehall Cross  
Leeds // LS12 5XE

t // 08707 500057  
f // 08707 500058

e // [info@creativeemporium.co.uk](mailto:info@creativeemporium.co.uk)  
w // [creativeemporium.co.uk](http://creativeemporium.co.uk)

a  Company

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<b>If sending branded goods, please send an extra copy for our sample file to: Kelly Lafferty, Creative Emporium, 4 Whitehall Cross, Leeds, LS12 5XE</b>			<b>Subtotal</b>	<b>£544.00</b>
			<b>VAT @ 20%</b>	<b>£108.80</b>
			<b>Total</b>	<b>£652.80</b>

**Please include our order number in all email correspondence**  
**For anything order related please contact: [kelly.lafferty@creativeemporium.co.uk](mailto:kelly.lafferty@creativeemporium.co.uk)**  
**Please send artwork proofs to: [kris@creativeemporium.co.uk](mailto:kris@creativeemporium.co.uk)**

For branded items we will always require a visual proof and/or a pre-production sample to approve in writing by our team before production commences. Failure to comply may result in non-payment or cancellation of order. Please advise us of any additional or increased costs and we will revise the Purchase Order where appropriate. Invoices for different items or with charges greater than issued Purchase Order will NOT be approved. If there are any shortages of stock for this order, or if you need any further information in order to meet the delivery date please contact the person who has placed this order at the email address above or on 0870 300 1426.

Kelly Lafferty

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4 Whitehall Cross  
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