

Supplier Address

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

Delivery Address

Andy Crowther
Mikrofill Systems Ltd
West Court Merse Road
Moons Moat North Industrial Estate
Redditch
Worcestershire
B98 9HL
United Kingdom

Purchase Order

Purchase Order No. 25416-38682
Date 19/02/2020
Delivery date 05/03/2020

Account Manager Katie Conneely
E-mail katie@roantree.co.uk

Dear Nigel,

We would like to order the following:

Product no.	Product Description	Quantity	Unit price	Subtotal
B1324	DARTFORD A4 ZIP CALCULATOR CONFERENCE FOLDER in Black. Lightly Grained PU. REACH Compliant. Complete with USB Holder, 8 Digit Calculator & 20 Page Recycled Paper Note Pad. Printed 2 colours	250	£ 6.68	£ 1,670.00
Origination	Origination	1	£ 15.00	£ 15.00
Carriage	Carriage	1	£ 60.00	£ 60.00
			Total	£ 1,745.00

Reference Please note our PO number: "25416-38682", and quote it on your invoices. Failure to do this could well result in delayed payment.

Delivery Date Please advise us if our requested delivery date changes. Please ensure any changes (including early delivery) are agreed with Roantree in advance.

POD Please ensure we receive a POD for all deliveries. This is required before any invoices will be paid.

File Copy Please provide a file copy to Roantree of all items produced.

Quantity Please ensure there are no under's or over's unless agreed with Roantree.