

Supplier Address

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

Delivery Address

Sophie Thorn
University of Gloucestershire
Pittville Student Village
Laurie Lee Building
Albert Road
GL52 3JG
United Kingdom

Purchase Order

Purchase Order No. 25440-38743
Date 04/03/2020
Delivery date 13/03/2020

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
N9211-7	Broadstairs A5 Kraft Paper Notebook - Black Trim 128g Kraft Paper Cover. 70gsm Recycled Paper. Logo printed full colour to 1 position on front cover. Delivery to 1 UK address. Lead time: Approx. 10 working days from artwork proof approval	500	£ 1.58	£ 790.00
Origination	Origination	1	£ 25.00	£ 25.00
Carriage	Carriage	1	£ 51.00	£ 51.00
Total				£ 866.00

Reference Please note our PO number: "25440-38743", 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.