

Supplier Address

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

Delivery Address

Russell Davis
4com Plc
Unit 2B Nimrod Way
East Dorset Trade Park
Wimbourne
Dorset
BH21 7HZ
United Kingdom

Purchase Order

Purchase Order No. 25755-39222
Date 27/08/2020
Delivery date 17/09/2020

Account Manager Andrew Duffy
E-mail andrew@roantree.co.uk

Dear Nigel,

We would like to order the following:

Product no.	Product Description	Quantity	Unit price	Subtotal
B7617	Speldhurst Executive Tablet Bag In Black. Executive Business Bag Made From 900d Polyester. Adjustable Shoulder Strap with Metal Fittings. External & Internal Compartments with Zip Closures. Padded to Fit Tablets & Small Laptops. Print one colour to one position with HiHi logo Delivery to 1 UK Address Lead Time: approx 2 weeks from artwork proof approval DIRECT REPEAT OF 25164	100	£ 6.05	£ 605.00
Origination	Origination	1	£ 17.00	£ 17.00
Carriage	Carriage	1	£ 18.00	£ 18.00
Total				£ 640.00

Reference Please note our PO number: "25755-39222", 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.