

## PURCHASE ORDER

Name: Bagco Email: sales@bag-co.co.uk

We would be grateful if you can confirm acceptance of this order. Delivery required(at the absolute latest) by:03/09/2021

To meet our Service Level agreement, we require:

- Our proof within 24 hours of receipt of this order
- A file copy of a finished branded product to check quality and process your invoice for payment.
- Delivery details once the order has been despatched
- Your invoice must show the job order number otherwise it will be rejected for payment, which is not something we want to do!

Please deliver under plain cover and include the attached delivery note to:

Sehrish Shabbir  
University of East London  
Maintenance - WB1.35  
Estates and Facilities Services  
Docklands Campus  
4-6 University Way  
E16 2RDPlease send  
Branded copy and  
Invoice toAllwag Promotions Ltd  
Merchandise House  
The Street  
Hatfield Peverel  
Essex  
CM3 2DP

Date: 16/08/2021

Order Number: 86558

Allwag Code	Item Name	Qty	Branding Details	Variation
N9611/S011	Folkestone A4 Eco Notebook	50	2 Colours	n/a

Supplier Unit Price: £3.300

Origination cost £25.00

Carriage Charge £15.00

Extra Charge £0.00

Extra Charge PI £0.00

As agreed with Bagco 6/8

Pantone refs: white &amp; 3252c

Position:

Print Name: UEL + Maintenance Logo

Product Size: A4

Product Colour: Black

Item Extras:

Should you have any queries, please contact us immediately before proceeding.