

**Supplier Address**Nigel Pearce  
Bagco Ltd  
Unit 3, Churchill Court  
Hortons Way  
Westerham  
TN16 1BT  
United Kingdom**Delivery Address**Will Woodrow  
Mark Allen Group  
Quadrant House  
The Quadrant  
Sutton  
Surrey  
SM2 5AS  
United Kingdom**Purchase Order No.** 26498-92606**Date** 13/09/2021**Delivery Date** 24/09/2021 \*\* NO FAIL \*\***Account Manager** Zsuzsanna Varro  
**E-mail** tstproduction@sourcing.co.uk**PLEASE SUPPLY THE FOLLOWING GOODS AND SERVICES:**

Product No.	Product Description	Quantity	Unit Price	Subtotal
N9411	<b>Downswood A5 Eco Cotton Notebook</b> Eco A5 notebook with a 3oz natural cotton cover. Black ribbon and black elastic closure and pen loop. 80 lined recycled 70gsm cream paper pages.  Dimensions: 21cm x 14cm x 1.6cm Weight: 250g Print Details: 1 Colour Screen Print Print Area: 11cm x 8cm  Please supply emailed PDF proof within 24 hours (unless otherwise stated) sent directly to the account manager for approval.	100	£ 1.45	£ 145.00
Origination	Origination	1	£ 25.00	£ 25.00
Carriage	Carriage	1	£ 14.00	£ 14.00
<b>Subtotal</b>				£ 184.00
VAT 20%				£ 36.80
<b>Total</b>				£ 220.80

**Please note our PO number: "26498-92606", and quote it on your invoices.**  
**Failure to do this could well result in delayed payment.**

**TST PURCHASE ORDER TERMS:** All deliveries are to be made using Delivery Notes supplied by The Sourcing Team. A signed copy of the delivery POD is required within 48 hours to tstproduction@sourcing.co.uk

**UNDERS & OVERS:** We must be supplied with the exact order quantity specified. Overs will not be paid for unless agreed in writing by The Sourcing Team & Unders are not acceptable.

**TERMS & CONDITIONS:** All orders are based on The Sourcing Team Terms & Conditions of Purchase please request a copy from tstproduction@sourcing.co.uk

**FILE SAMPLES:** Where file samples are requested this does form part of the contract and payment may be withheld if requested samples are not supplied.

**INVOICING:** Invoices to be sent to invoices@sourcing.co.uk only. All invoices must specify TST Order No. & TST Order Contact. Invoices that do not contain this information will be rejected and returned for correct completion. Finance can be contact directly on +44 (0) 20 8666 0784.

**TIME IS OF THE ESSENCE:** Dates specified are critical and must be adhered to - time is of the essence on all orders.

**PDF PROOF:** Please supply emailed PDF proof within 24 hours (unless otherwise stated) sent directly to the account manager for approval

VAT No: 676395092 Reg in England No: 3199616