

# Purchase Order



**Purchase Order No.** 28995-28516  
**Date** 10/12/2021  
**Delivery Date** 07/01/2022  
**Account Manager** Laura Harris

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

**Delivery Address**  
Jane Watson  
John R Boone Ltd  
18 Silk Street  
Cheshire  
CONGLETON  
CW12 4DH  
United Kingdom

Dear Nigel,

We would like to order the following:

Product Description		Quantity	Unit Price	Subtotal
<b>Pembury A4 Conference Folder Zip.</b>		30	9.87	296.10
Reach Compliant Oversized A4 Zip Folder Made From Lightly Grained High Grade P.U. 20 Page Recycled Lined Paper Note Pad, USB Holders, Pen-Loop, Mesh Pocket & Stylish Contemporary Organizer Section with Touch Phone Pouch Included. Blind embossed to 1 position to front.				
Origination	Origination	1	45.00	45.00
Carriage	Carriage	1	15.00	15.00
			<b>Subtotal</b>	356.10
			VAT 20%	71.22
			<b>Total</b>	427.32

**Reference** Please note our PO number: "28995-28516", and quote it on your invoices. Failure to do this could well result in delayed payment.

Please dispatch using our delivery note provided.