

# Purchase Order



**Purchase Order No.** 29152-28832  
**Date** 10/02/2022  
**Delivery Date** 28/02/2022  
**Account Manager** Adrian Harris

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

**Delivery Address**  
Select Business Gifts  
Stretton Way  
Huyton Business Park  
Liverpool  
L36 6JF  
United Kingdom

Dear Nigel,

We would like to order the following:

Product Description	Quantity	Unit Price	Subtotal
<b>Goudhurst A4 Leather Zip Conference Folder.</b>	10	6.95	69.50
A4 Zip Folder Made From Bonded Leather with 210D Polyester Internal Layout. Item Includes Framed Elastic Card & Tidy Pockets & a 20 Page Recycled Lined Note Pad. On Sale Until Stocks Last Minimum Quantities Apply.			
Carriage	1	12.00	12.00
<b>Subtotal</b>			81.50
VAT 20%			16.30
<b>Total</b>			97.80

**Reference** Please note our PO number: "29152-28832", and quote it on your invoices. Failure to do this could well result in delayed payment.

Please dispatch using our delivery note provided.