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#### Supplier Address

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United Kingdom

#### Delivery Address

Annie Swan  
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5 Aldermanbury Square  
LONDON  
EC2V 7HR  
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## Purchase Order

**Purchase Order No.** 34153-36309  
**Date** 07/04/2022  
**Delivery Date** 26/04/2022

**Account Manager** Laura Nowicki  
**Telephone** +44-1670-719752  
**E-mail** laura@proad.co.uk

Dear Alice,

We would like to order the following:

Product No.	Product Description	Quantity	Unit Price	Subtotal
N9512	<b>Folkestone A5 Eco Recycled Kraft Paper Notebook.</b> ECO A5 notebook made from recycled Kraft paper cover containing 80 sheets of lined recycled cream paper. Black elastic pen loop & closure & page ribbon.  One Colour print to cover of steptoe logo (red 7427) Colour of notebook Black	100	1.30	130.00
Origination	Origination	1	25.00	25.00
Carriage	Carriage to 1 UK mainland address	1	19.95	19.95
<b>Subtotal</b>				174.95
VAT 20%				34.99
<b>Total</b>				209.94



Bespoke Design  
Solutions



Corporate Schemes



Express Solutions



Worldwide Sourcing



Corporate Clothing  
Solutions



Purchase Order No. 34153-36309

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We would like to order the following:

Product No.	Product Description	Quantity	Unit Price	Subtotal
Reference	Please note our PO number: "34153-36309", and quote it on your invoices. Failure to do this could well result in delayed payment.			

Please could you acknowledge receipt of this order  
A PDF proof is required prior to production  
Please send all correspondence relating to this order to [production@proad.co.uk](mailto:production@proad.co.uk)  
Unless otherwise agreed only exact order quantity will be accepted.  
Please send a tracking number on despatch. Failure to do this may result in delays in payment.

If you have any questions please do not hesitate to contact me.

Kind Regards  
Laura Nowicki



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Solutions



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Express Solutions



Worldwide Sourcing



Corporate Clothing  
Solutions