

## PURCHASE ORDER

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

We would be grateful if you can confirm acceptance of this order. Delivery required(at the absolute latest) by:20/07/2022

To meet our Service Level agreement, we require:

- An order confirmation with detailed cost breakdown and a proof for approval within 24 hours of receipt of this order sent to me.
- 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:

Kathryn Lovett-Horn  
Lancaster University  
Computing & Communications  
InfoLab 21, South Drive  
Bailrigg  
Lancaster University  
LA1 4YW

Please send  
Branded copy and  
Invoice to

Allwag Promotions Ltd  
Merchandise House  
The Street  
Hatfield Peverel  
Essex  
CM3 2DP

Date: 07/07/2022

Order Number: 94531

Allwag Code	Item Name	Qty	Branding Details	Variation
N9211-19/S011	Broadstairs A5 Eco Notebook	250	Digital	n/a

Supplier Unit Price: £2.000

Origination cost £25.00

Carriage Charge £34.00

Extra Charge £0.00

Extra Charge PI £0.00

As agreed with Mel 17.05

Pantone refs: Process Black, 1807 and  
429

Position: Front Cover Centered

Print Name: Lancaster Security Institute

Product Size:

Product Colour: Natural with black trim

Item Extras:

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