

## Purchase Order

**Sales Order:** IPSW10102

**Date:** 08/07/2022

**Required By:** 27/07/2022

**Job Title:** University of Suffolk Alumni

Bagco Ltd  
3 Churchill Court,  
Hortons Way,  
Westerham,  
Kent  
TN16 1BT

**PLEASE SEND YOUR INVOICE TO: [accounts@impressipswich.co.uk](mailto:accounts@impressipswich.co.uk)**

Supplier Product Reference	B9821	Qty	Price	Cost
Seabrook Eco 5oz Recycled Cotton Tote - Black		2,000	£0.83	£1,660.00
Printed 1 Colour White, 1 Side			Setup	£25.00
Print Design: University of Suffolk Alumni			Carriage	£61.00
Print Colour: White				
			<b>Total ex. VAT</b>	<b>£1,746.00</b>

**PAGE GROUP PRICES AS DISCUSSED WITH MATT - 8.7.2022**

**Purchase Order Total** £ 1,746.00

### Delivery Address

Attention: Kate Burgess  
5th FLOOR MARKETING  
University of Suffolk  
POST ROOM  
Waterfront Building  
Neptune Quay  
Ipswich  
IP4 1QJ  
Tel: - 01473 338000 Option 0

### Special Instructions

Please ensure that there are no markings on boxes or paperwork relating to your factory.

All Purchase Order numbers must appear on invoices to allow them to be processed. If there is any delay we must be informed immediately by telephone.

All overs and unders must be notified to the office in writing two days prior to despatch.

## DELIVERY NOTE

Attention: Kate Burgess  
5th Floor Marketing  
University of Suffolk  
POST ROOM  
Waterfront Building  
Neptune Quay  
Ipswich, Suffolk  
IP4 1QJ

ORDER NO:	OUR REF NO:	DESPATCH DATE:	NO. OF PARCELS:	CARRIER:
PO: AAFF/23895	IPSW10102	27/07/2022		

PRODUCT	JOB TITLE
<p>Quantity: 2,000</p> <p>Seabrook Eco 5oz Recycled Cotton Tote - Black</p> <p>Printed 1 Colour White, 1 Side</p> <p>Print Design: University of Suffolk Alumni</p> <p>Print Colour: White</p>	<p>University of Suffolk Alumni</p>

SIGNED BY: \_\_\_\_\_

**Impress Ipswich**

Office 15, Epsilon House, Masterlord Office Village, West Road, Ipswich Suffolk IP3 9FJ  
Tel: 01473 253690 Web: [www.impressipswich.co.uk](http://www.impressipswich.co.uk) E-Mail: [sales@impressipswich.co.uk](mailto:sales@impressipswich.co.uk)



**Attention: Kate Burgess**  
**University of Suffolk**  
**5th Floor Marketing**  
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