

**Supplier Address**

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

**Delivery Address**

Emily Bell  
Redbridge Community School  
Cuckmere Lane  
Southampton  
SO16 9RJ  
United Kingdom

## Purchase Order

**Purchase Order No.** 5348-7397  
**Date** 18/07/2022  
**Delivery Date** 12/08/2022

**Account Manager** Samantha Gott  
**Telephone** 0333 1234 414  
**E-mail** sam@buypromoproducts.co.uk

**Please send tracking details upon despatch**

Dear Nigel,

**We would like to order the following:**

Product No.	Product Description	Quantity	Unit Price	Subtotal
N9619	A4 Eco Recycled Kraft Paper Notebook - Natural / Black	120	2.80	336.00
Origination	Origination	1	25.00	25.00
papbagco	Carriage	1	32.00	32.00
<b>Subtotal</b>				393.00
VAT 20%				78.60
<b>Total</b>				471.60

**Reference** Please note our PO number: "5348-7397", and quote it on your invoices.  
Failure to do this could well result in delayed payment.

**Post Address** 2 Saint James Court, Sandiacre  
Nottingham, NG10 5NR  
**Website** www.buypromoproducts.co.uk  
**Registration No** 10179932  
**VAT No** 241 0950 38

*from the experts!*