

## PURCHASE ORDER

**Ordered By:**

Graham Butler  
Branding Focus Ltd.  
The Stables Cottage  
Pinewood Studios  
Iver Heath, SL0 0NH  
Phone: 01753 657 079

**Delivery Details (to be sent under Plain Cover):**

Company: Creative Laser Engraving  
Contact: Carol Wedgebury  
Address: Goods for Branding Focus  
Unit 55 Britannia Way  
Britannia Enterprise Park  
Lichfield, WS14 9UY

**Please send all proofs and any order queries to Graham Butler, [graham@brandingfocus.co.uk](mailto:graham@brandingfocus.co.uk), 01753 657 079**

Notebook - A5 - Kraft Engraved	Quantity	Branded Cost	Total Cost
WTW-977	200	£ 1.15	£ 230.00
Eco notebook with Kraft paper cover with elastic closure, elastic pen loop and ribbon in Black.		<b>Set Up</b>	£ -
		<b>Freight</b>	£ 34.00
<b>Branding:</b> Laser engraved WTW logo		<b>Adjustments</b>	£ -
as per email quote 214355, item N9211 Black strap		<b>Total</b>	<b>£ 264.00</b>

**Please Note: Products produced with this Logo MUST NOT be used for samples (damaged or complete) or in images of, unless explicitly authorised by Branding Focus Limited**

Order Total	£ 264.00
VAT @ 20%	£ 52.80
<b>Total</b>	<b>£ 316.80</b>

**Branding Focus Ltd** | The Stables Cottage | Pinewood Studios | Iver Heath | SL0 0NH

Registered Address: 8 Rutland Lodge | Rutland Street | High Wycombe | HP11 2FS

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- 1. Please enter this order in accordance with the agreed prices, delivery address and timelines stated above.**
- 2. Please provide a digital proof or otherwise where stated prior to proceeding to full production.**
- 3. Please notify immediately of any deadline, stock, production, artwork issues.**
- 4. Despatch Confirmation required on ALL ORDERS, STATING any unders or overs, as well as tracking details.**
- 5. Please send all invoices electronically to [accounts@brandingfocus.co.uk](mailto:accounts@brandingfocus.co.uk) quoting the PO number.**

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