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## PURCHASE ORDER

O/No. GP54894/A31911 VAT No: GB636189809

5 December 2022

### PLEASE SUPPLY

**Title:** Softfeel Notebooks  
**Product Category:** Notebooks  
**Product Ref:** N1311  
**Product Description:** Black Notebooks softfeel with Ricardo logo debossed to front cover in the centre

**Quantity:** 200  
**Colours Printed:** Deboss  
**Colour References:**  
**Extras Requirements:**

**Unit of Sale:** Each  
**Unit Price:** £ 1.66  
**Extras Price:** £ 0.00  
**Price excluding VAT:** £ 332.00  
**Origination Charge:** £ 45.00  
**Delivery Charge:** £ 34.00  
**Required by:** 22 December 2022  
**Delivery Address:** Split Delivery - 100 to STC  
100 to MTC

**THE FOLLOWING INSTRUCTIONS  
APPLY ONLY IF GOODS ARE BEING  
DESPATCHED DIRECTLY TO  
GIFTPOINT LTD CUSTOMER**

1. Goods should be packed in plain wrapper or cartons and the attached Giftpoint parcel labels must be used.
2. Please insert despatch date and number of parcels onto delivery note and enclose with goods
3. Finished samples must be sent to Giftpoint Ltd
4. Please ensure that you can comply with our ethical policy, if you require a copy please do not hesitate to contact us.

### Special Instructions:

Larkfield Black Softfeel Notebook debossed with Ricardo logo to front cover, centre  
Delivery to 2 addresses  
Quote 225992

**Ordered by:**

Dee Dutton  
Giftpoint Ltd

