



122 Towers Road, Poynton,
Cheshire SK12 1DF.
Tel 01625 876869
Fax 01625 859390
Email: alison@businessgiftsonline.com

OFFICIAL PURCHASE ORDER

No. K 281
Date: 10th January 2023
Ref: SK
To: Bag Co

QUANTITY	PRODUCT	PRICE
100	Yalding Bag	£261.00
	Navy Print (British Embassy Havana) One Side	

Deliver to:	Massiel Matos Havana (Official) Goods In FCDO Services Hanslope Park Hanslope Bucks MK19 7BH
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Required by:	On or before 27 th January 2023
For Bown Enterprises:	Sally King

*Note from client:

We have to provide some information to Hanslope Park for they to be able to receive our order. So, we will need:

The company's name, delivery date and whether an AM or PM delivery slot is required.
We also need the vehicle Registration Number, the type of vehicle making the delivery, the couriers company name, and the driver's name.

Could you provide us this information when necessary?