

Supplier Address

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

Delivery Address

Julie Killen
Northern Trust
50 Bank Street
Canary Wharf
London
E14 5NT
United Kingdom

Purchase Order

Purchase Order No.	4716-6806	Account Manager	Rachel Li
Date	23/02/2023	E-mail	rli@leaderpromos.com
Delivery Date	10/03/2023 ** NO FAIL **		

PLEASE SUPPLY THE FOLLOWING GOODS AND SERVICES:

Product No.	Product Description	Quantity	Unit Price	Subtotal
N9217	Broadstairs Eco A5 Kraft Paper Notebook Eco A5 notebook made from recycled kraft paper cover with elastic closure, elastic pen loop and ribbon in various colours. Recycled paper with 100 sheets of 70gsm pages. Product Dimensions: 210 x 140 x 15 mm Weight: 0.28kg Print Details: screen print 1 colour print to front, with Northern Trust Logo PMS 343c Print Area: 150 x 80 mm Commodity Code: 4820103000 COO: China Lead Time: Approximately 2 weeks from order and artwork approval	100	£ 1.91	£ 191.00

Subtotal	£ 191.00
VAT 20%	£ 38.20
Total	£ 229.20

Product No.	Product Description	Quantity	Unit Price	Subtotal
	Please note our PO number: "4716-6806", and quote it on your invoices. Failure to do this could well result in delayed payment.			
DELIVERY	All deliveries are to be made using Delivery Notes supplied by Leaderpromos UK. A signed copy of the delivery POD is required within 48 hours to gthorpe@leaderpromos.com.			
UNDERS & OVERS:	We must be supplied with the exact order quantity specified. Overs will not be paid for unless agreed in writing by LeaderPromos and Unders are not acceptable.			
TERMS & CONDITIONS:	LeaderPromo's full Terms & Conditions of Purchase can be obtained by clicking this link or contact our Buyer at gthorpe@leaderpromos.com to obtain a full copy.			
FILE SAMPLES:	Where file samples are requested this does form part of the contract and payment may be withheld if requested samples are not supplied.			
INVOICING:	Invoices are to be sent to accounts@leaderpromos.com. All invoices must specify Leaderpromo Purchase Order No. and Leaderpromo Order Contact. Invoices that do not contain this information will be rejected and returned for correct completion. Please note our Accounts team works remotely so it is important to send all correspondence electronically via this email address.			
TIME IS OF THE ESSENCE:	Dates specified are critical and must be adhered to - time is of the essence on all orders.			
PDF PROOF:	Please supply emailed PDF proof within 24 hours (unless otherwise stated) sent directly to the account manager for approval			