



4imprint Direct Ltd
5 Ball Green
Cobra Court
Manchester
M32 0QT
United Kingdom

Supplier Address

Bagco Limited (Booth Bros)
Unit 3
Churchill Court
WESTERHAM, Kent TN16 1BT
Fax: 01959563034
Tel: 01959560500

Shipping Address

Susan Smith
University of Surrey
Guildford School of Acting
Guildford
Surrey GU2 7XH
United Kingdom
Tel: 01483684977
Email: sue.smith@gsa.surrey.ac.uk
Ref:

Purchase Order Number: 2550231L1/DM-1327815**Order Date:** 09 March 2023**Vendor ID:** DM4915**Questions Call:** Rebecca Shaw**Phone:** 0161 850 3493**Fax:** 0161 850 3493**Email:** rshaw@4imprint.com

Item		Larkfield A5 Notebook			Colours (base,trim): Black, Black	
Quantity	Item #	Description	Unit £	Cost £		
500	N1311	Larkfield A5 Notebook	1.6200	810.00		
1	Set-Up Charge1	Screen Charge	25.0000	25.00		
				835.00		

Must Ship By

n/a

If order received by

07 March 2023

Per agreement with

n/a

Carrier, service

See below

Supplier InstructionsArtwork Instructions

Product Colour (Base, Trim): Black, Black

Branding Location: Front

Branding Colours: White

Print Name GSA**Shipment Details**

Ship to	Quantity	Must Ship	Carrier, service	Reach Destination By
Address As Above	500	n/a	Standard Service	24 March 2023



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- 1) If you have any queries regarding this purchase order, please contact us without delay on the telephone number shown above.
- 2) We cannot accept any variation over or under from the quantities on this order.
- 3) On despatch of the Goods we require a detailed invoice **within 2 working days**.
- 4) This order and its subject matter are **confidential** and shall not be disclosed or used for any purpose except that authorised by the Company in writing.
- 5) The price of the Goods shall be as stated in this order and no variation shall be accepted unless notified in writing and accepted in writing by the Company. Unless otherwise stated the price includes all charges for packaging, packing, shipping, carriage, insurance and delivery of the Goods and all other set-up, origination and miscellaneous charges.
- 6) The Company shall be entitled to reject any Goods delivered which are not in accordance with this order, including (without limitation) by reason of quality, or being unfit for the purpose for which they are required.
- 7) Unless expressly agreed in writing to the contrary, payment will be made 30 days after the later of the delivery date or the invoice date.
- 8) We, or our representative, reserve the right to all reasonable access, to verify work at your premises pertaining to our purchase order.
- 9) Terms & Conditions can be found on the 4imprint homepage in the "Legal Information" section.