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Supplier Address

Alice Plummer
Bagco Ltd
Unit 3, Churchill Court
Hortons Way
Westerham
TN16 1BT
United Kingdom

Delivery Address

Caitlin Quinn
SSE - Glasgow
1 Waterloo Street
GLASGOW
G2 6AY
United Kingdom

Purchase Order

Purchase Order No. 35332-38170
Date 28/04/2023
Delivery Date 31/05/2023

Account Manager Sharron Evans
Telephone +44-1670-719746
E-mail Sharron@proad.co.uk

Dear Alice,

We would like to order the following:

Product No.	Product Description	Quantity	Unit Price	Subtotal
N9412	Downswood A5 Eco Cotton Note Book. Eco A5 Note Book with a 30z Natural Cotton Cover. Black Ribbon & Black Elastic Closure & Pen-Loop. 80 Lined Recycled 70Gsm Cream Paper Pages. Colour: Blue Printed white SSEN Transmissions logo on the front cover	100	1.55	155.00
Origination	Origination	1	25.00	25.00
Carriage	Carriage to 1 UK mainland address	1	15.00	15.00
Subtotal				195.00
VAT 20%				39.00
Total				234.00

Reference

Please note our PO number: "35332-38170", and quote it on your invoices.
Failure to do this could well result in delayed payment.

Please could you acknowledge receipt of this order
A PDF proof is required prior to production
Please send all correspondence relating to this order to production@proad.co.uk
Unless otherwise agreed only exact order quantity will be accepted.
Please send a tracking number on despatch. Failure to do this may result in delays in payment.

If you have any questions please do not hesitate to contact me.

Kind Regards
Sharron Evans



Bespoke Design
Solutions



Corporate Schemes



Express Solutions



Worldwide Sourcing



Corporate Clothing
Solutions