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solutions@proad.co.uk  
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#### Supplier Address

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

#### Delivery Address

Louise Sinclair  
The INTO Building  
Newcastle University  
NEWCASTLE UPON TYNE  
NE1 7RU  
United Kingdom

## Purchase Order

**Purchase Order No.** 35402-38327  
**Date** 22/05/2023  
**Delivery Date** 13/06/2023

**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
B9820	<b>Canterbury Eco 5oz Recycled Cotton Tote Shopper.</b> Environmentally Eco Friendly 5Oz (140Gsm) Recycled Cotton Shopper with Long Handles. Made From 70% Recycled Cotton Blended with 30% Recycled R-Pet (From Plastic Bottles Reclaimed From Landfill) Minimum Quantities Apply.  ONE COLOUR PRINT TO ONE SIDE  The file called Tote bag design is how we would like it to look. We wanted printed on a plain tote bag with navy printing colour. The logos that are white should be navy without the borders around them if that makes sense?	250	0.94	235.00
Origination	Origination	1	25.00	25.00
Carriage	Carriage to 1 UK mainland address	1	13.00	13.00
<b>Subtotal</b>				273.00
VAT 20%				54.60
<b>Total</b>				327.60



Bespoke Design  
Solutions



Corporate Schemes



Express Solutions



Worldwide Sourcing



Corporate Clothing  
Solutions



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We would like to order the following:

Product No. Reference	Product Description	Quantity	Unit Price	Subtotal
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Please note our PO number: "35402-38327", 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](mailto: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



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