

## PURCHASE ORDER

### Ordered By:

Alan Hoyle  
Branding Focus Ltd. (Club Admin 61)  
Pinewood Studios  
Pinewood Road, Iver Heath  
SL0 0NH  
Phone: 01753 657 085

### Delivery Details (to be sent under Plain Cover):

Company: December 19  
Contact: Samantha Perkins  
Address: Clerkenwell Workshops, C5.514  
27-31 Clerkenwell Road  
London  
EC1R 0AT

	Quantity	Branded Cost	Total Cost
Braodstairs Book	100	£ 2.10	£ 210.00
BSB			
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		<b>Set Up</b>	£ 25.00
		<b>Freight</b>	£ 18.00
<b>Branding:</b> Digital logo		<b>Adjustments</b>	£ -
0		<b>Total</b>	<b>£ 253.00</b>

**Please Note: Products produced with this Logo MUST NOT be used for samples (damaged or complete) or in images of, unless explicitly authorised by Branding Focus**

Order Total	£ 253.00
VAT @ 20%	£ 50.60
<b>Total</b>	<b>£ 303.60</b>

Branding Focus Ltd | Club Admin 61 | Pinewood Studios | Iver Heath | SL0 0NH

Registered Address: 54 Chapel Grove | Addlestone | Surrey | KT15 1UG

Registered in England & Wales, Registration No. 09121588 - VAT Registration No. 191301044

1. Please enter this order in accordance with the agreed prices, delivery address and timelines stated above.
2. Please provide a digital proof or otherwise where stated prior to proceeding to full production.
3. Please notify immediately of any deadline, stock, production, artwork issues.
4. Despatch Confirmation required on ALL ORDERS, STATING any unders or overs, as well as tracking details.
5. Please send all invoices electronically to [accounts@brandingfocus.co.uk](mailto:accounts@brandingfocus.co.uk) quoting the order number.

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