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#### Supplier Address

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

#### Delivery Address

Shona Horn  
SSE - Elgin Depot  
20 Chanonry Road North  
Elgin  
Morayshire  
IV30 6NB  
United Kingdom

## Purchase Order

**Purchase Order No.** 35972-39501  
**Date** 30/10/2023  
**Delivery Date** 17/11/2023

**Account Manager** Charlotte Reed  
**E-mail** Charlotte.reed@proad.co.uk

Dear Alice,

We would like to order the following:

Product No.	Product Description	Quantity	Unit Price	Subtotal
N9712	<b>Dover A5 Eco Recycled Note Book.</b> Eco A5 Note Book Made From Recycled (From Plastic Bottles) 600D R-Pet Fabric. C & W Ribbon & Black Elastic Closure & Pen -Loop. 80 x Sheet of Lined Recycled 70Gsm Cream Paper Pages.  Navy Blue  Printed white on front cover SSE Networks logo	100	1.55	155.00
Origination	Origination	1	25.00	25.00
Carriage	Carriage to 1 UK mainland address	1	16.00	16.00
<b>Subtotal</b>				196.00
VAT 20%				39.20
<b>Total</b>				235.20



Bespoke Design  
Solutions



Corporate Schemes



Express Solutions



Worldwide Sourcing



Corporate Clothing  
Solutions



Purchase Order No. 35972-39501

Page 2/2

We would like to order the following:

Product No.	Product Description	Quantity	Unit Price	Subtotal
Reference	Please note our PO number: "35972-39501", 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  
Charlotte Reed



Bespoke Design  
Solutions



Corporate Schemes



Express Solutions



Worldwide Sourcing



Corporate Clothing  
Solutions