



# Instant Sourcing

... the home of promotional idea's

## Supplier Address

Matt Read  
Bagco Ltd  
Unit 3, Churchill Court  
Hortons Way  
Westerham  
TN16 1BT  
United Kingdom

## Delivery Address

Natalie Alexander  
Henry Schein Medical  
Medcare House  
Centurion Close  
Gillingham Business Park  
Gillingham  
ME8 0SB  
United Kingdom

## Purchase Order

**Purchase Order No.** 20325-30425  
**Date** 19/12/2023  
**Delivery Date** 19/01/2024

**Account Manager** Stephen Smith  
**E-mail** stephen@instantsourcing.co.uk

Dear Matt,

We would like to order the following:

Product No.	Product Description	Quantity	Unit Price	Subtotal
N9212	<b>Broadstairs Eco A5 Kraft Paper Note Book.</b> Eco A5 Notebook Made from Recycled Kraft Paper Cover with Elastic Closure, Supplied as Follows Qty 375 with BLUE Elastic Pen-Loop & Ribbon & Qty 375 with RED Elastic Pen-Loop & Ribbon. Total Qty 750 Notebooks. Recycled Paper with 100 x Sheet of 70Gsm Lined Pages. Product Dimensions (H)21cm x (W)14cm x (D)1.5cm. POSSIBLY NEW ARTWORK - PLEASE DO NOT PRINT UNTIL WE CONFIRM Branding Method: Digital Print Full Colour on the Front & Back Cover as Follows: On the Front Cover Re: Henry Schein Medical & Contact Details. Also, on the Back Cover Re: Rely on Us Design with Customer Details & Web Address. Production Approx. 10 Working Days.	750	2.90	2,175.00
Origination	Origination	1	30.00	30.00
Carriage	Carriage to One UK Address	1	95.00	95.00
			<b>Subtotal</b>	2,300.00
			VAT 20%	460.00
			<b>Total</b>	2,760.00

**Delivery Terms** 10 Working Days

**Delivery Type** DHL

**Reference** Please note our PO number: "20325-30425", and quote it on your invoices.  
Failure to do this could well result in delayed payment.