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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  
INTO Newcastle University  
The INTO Building  
Newcastle University  
Newcastle Upon Tyne  
NE1 7RU  
United Kingdom

## Purchase Order

**Purchase Order No.** 36258-40196  
**Date** 02/02/2024  
**Delivery Date** 19/02/2024

**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
B9807	<b>Newchurch Recycled Cotton Shopper Tote Bag In Grey.</b> Recycled Cotton Tote Shopper 6.5oz 180gsm with Long Handles. the Fabric Used to Manufacture This Bag is 70% Recycled Cotton From Off Cuts & Waste Cotton Blended with 30% Polyester Pet Which is Recycled Fabric From Plastic Bottles for Extra Structure.  Branding Method: Screen Print 1 Colour(s) 1 Position(s)  INTO PDF ONE SIDE - 250 NEWCASTLE PDF ONE SIDE -250 White	500	1.01	505.00
Origination	Origination	1	50.00	50.00
Carriage	Carriage to 1 UK mainland address	1	25.00	25.00



Bespoke Design  
Solutions



Corporate Schemes



Express Solutions



Worldwide Sourcing



Corporate Clothing  
Solutions



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Origination	Origination	1	50.00	50.00
Carriage	Carriage to 1 UK mainland address	1	25.00	25.00
<b>Subtotal</b>				1,580.00
VAT 20%				316.00
<b>Total</b>				1,896.00

#### Reference

**Please note our PO number: "36258-40196", 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