

**Supplier Address**Bagco Ltd  
Unit 3  
Churchill Court  
Hortons Way  
Westerham  
TN16 1BT  
United Kingdom**Delivery Address**Jamie Stewart  
Accounting for Sustainability  
8th Floor  
9 Appold Street  
London  
EC2A 2AP  
United Kingdom**Purchase Order**

Purchase Order No	Order Date	Your Reference	Order Placed By	Delivery Deadline
14400-23485	20/06/2024		Annie Stevens	04/07/2024

**We would like to order the following:**

Product No.	Product Description	Quantity	Unit Price	Subtotal
Broadstairs Eco A5	<b>Broadway Kraft Notebook</b> Product colour: Navy Branding requirements: Printed full colour to front cover (Exact Repeat) Repeat 12499	300	2.05	615.00
Origination	Printed Full colour to Front	1	15.00	15.00
Carriage	Delivery to 1 UK address	1	44.00	44.00
<b>Subtotal</b>				674.00
VAT 20%				134.80
<b>Total</b>				808.80

**Reference**

Please note our PO number: "14400-23485", and quote it on your invoices.

**Delivery**

Please note the delivery deadline. If this isnt possible confirm your earliest delivery date.

**Invoice**

Invoices for completed work must be received within the same calendar month as the delivery to ensure payment by the due date. Any invoices received the following month will need to be dated by month of receipt.