

Supplier AddressBagco Ltd
Unit 3
Churchill Court
Hortons Way
Westerham
TN16 1BT
United Kingdom**Delivery Address**Action Promote
63 Victoria Road
Burgess Hill
RH15 9LN
United Kingdom**Purchase Order**

| Purchase Order No | Order Date | Your Reference | Order Placed By | Delivery Deadline |
|-------------------|------------|----------------|-----------------|-------------------|
| 14560-23952 | 01/08/2024 | | Jen Lester | 29/08/2024 |

We would like to order the following:

| Product No. | Product Description | Quantity | Unit Price | Subtotal |
|-----------------------------|---|----------|------------|------------------------|
| B8889 - Groombridge 10oz | Premium Cotton Tote Bag Product colour: Black Branding requirements: Printed 2 Colours | 250 | 3.246 | 811.50 |
| | | | | Subtotal 811.50 |
| | | | | VAT 20% 162.30 |
| | | | | Total 973.80 |

Reference

Please note our PO number: "14560-23952", 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.