

# Purchase Order



**Supplier Address**

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

**Delivery Address**

Francesca SMITH  
HSBC Group Management Services LTD  
L35, 8 Canada Square  
London  
E14 5HQ  
United Kingdom

**Purchase Order No.** 32276-13327  
**Date** 04/09/2024  
**Delivery Date** 18/09/2024

**Account Manager** Rosie Spearman  
**Telephone** 0148 345 9310  
**E-mail** rosie@amtmarketing.com

We would like to order the following:

| Product No.     | Product Description   | Quantity | Unit Price | Subtotal |
|-----------------|---|----------|------------|----------|
| N1311-7         | <b>New Larkfield A5 Soft Feel Note Book.</b><br>Soft feel PU notebook with 96sheets 70g recycled cream paper with black rule line distance 8mm. Notebook has a cream paper tuck pocket inside back cover and elastic pen loop and cord for closure.<br>Branding: Printed 2 colours to the front cover<br>approx 10 working days from final proof approval | 125      | 2.05       | 256.25   |
|                 | <b>Origination</b>  | 1        | 50.00      | 50.00    |
|                 | <b>Carriage</b>   | 1        | 21.00      | 21.00    |
| <b>Subtotal</b> |   |          |            | 327.25   |
| VAT 20%         |   |          |            | 65.45    |
| <b>Total</b>    |   |          |            | 392.70   |

**Reference**

Please note our PO number: "32276-13327", and quote it on your invoices.  
Failure to do this could well result in delayed payment.  
**SUPPLIER MUST KEEP RECORD OF WHO HAS INSPECTED AND DESPATCHED GOODS**