



Action
Promote

63 Victoria Road
Burgess Hill
RH15 9LN

T: 01444 257744
hello@actionpromote.co.uk
actionpromote.co.uk

Supplier Address

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

Delivery Address

Ben Day
Southern Water
Southern House
Yeoman Road
Worthing
BN13 3NX
United Kingdom

Purchase Order

Purchase Order No	Order Date	Your Reference	Order Placed By	Delivery Deadline
14729-24584	20/09/2024		Jen Lester	30/09/2024

We would like to order the following:

Product No.	Product Description	Quantity	Unit Price	Subtotal
Broadstairs Eco A5	Broadway Kraft Notebook Product colour: Natural with blue trim Branding requirements: Printed Full Colours 1 Position	100	2.54	254.00
			Subtotal	254.00
			VAT 20%	50.80
			Total	304.80

Reference

Please note our PO number: "14729-24584", 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.