



**Action**  
Promote

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Burgess Hill  
RH15 9LN

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hello@actionpromote.co.uk  
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**Supplier Address**

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

**Delivery Address**

Jazmin Pallo Potosi  
Acturis  
100 Hatton Garden  
HOLBORN  
London  
EC1N 8NX  
United Kingdom

## Purchase Order

Purchase Order No	Order Date	Your Reference	Order Placed By	Delivery Deadline
14751-24490	12/09/2024		Jen Lester	02/10/2024

**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 1 colour 1 position (Exact Repeat)	100	1.84	184.00
			<b>Subtotal</b>	184.00
			VAT 20%	36.80
			<b>Total</b>	220.80

**Reference**

Please note our PO number: "14751-24490", 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.