



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

Adam Cooke  
Dial 9 Communications  
Unit 9  
Winchester Place  
POOLE  
BH15 1NX  
United Kingdom

Purchase Order

Purchase Order No	Order Date	Your Reference	Order Placed By	Delivery Deadline
14907-24943	22/10/2024		Jen Lester	08/11/2024

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: Natural with Black trim Branding requirements: Printed 1 Colour 1 Position	350	1.657	579.95
				<b>Subtotal</b> 579.95
				VAT 20% 115.99
				<b>Total</b> 695.94

Reference  
Delivery  
Invoice

Please note our PO number: "14907-24943", and quote it on your invoices.  
Please note the delivery deadline. If this isnt possible confirm your earliest delivery date.  
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.