



**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**

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 |
|-------------------|------------|----------------|-----------------|-------------------|
| 14968-25149       | 05/11/2024 |                | Jen Lester      | 29/11/2024        |

**We would like to order the following:**

| Product No.       | Product Description  | Quantity | Unit Price | Subtotal               |
|-------------------|--|----------|------------|------------------------|
| JU3001R - Dargate | <b>Classic Jute Tote Bag</b><br>Product colour: Black<br>Branding requirements: Printed 2 Colour Both Sides (repeat)<br>Repeat 14149 | 200      | 4.51       | 902.00                 |
|                   |  |          |            | <b>Subtotal</b> 902.00 |
|                   |  |          |            | VAT 20% 180.40         |
|                   |  |          |            | <b>Total</b> 1,082.40  |

**Reference**

Please note our PO number: "14968-25149", 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.