

**Supplier Address**

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

**Delivery Address**

Sarah Couchman  
Roantree Incentive Marketing Ltd  
Unit P Rose Business Estate  
Marlow Bottom Road  
Marlow Bottom  
Buckinghamshire  
SL7 3ND  
United Kingdom

## Purchase Order

**Purchase Order No.** 28793-44667  
**Date** 26/11/2024  
**Delivery date** 06/12/2024

**Account Manager** Emma De Watteville  
**E-mail** emma@roantree.co.uk

Dear Nigel,

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

Product no.	Product Description	Quantity	Unit price	Subtotal
N9226	<b>Broadstairs Eco A5 Kraft Paper Note Book In Dark Natural Blue Navy.</b> Eco A5 Note Book Made From Recycled Kraft Paper Cover with Elastic Closure, Elastic Pen-Loop & Ribbon in Various Colours. Recycled Paper with 96 x Sheet of 70Gsm Pages.  Printed full colour to 1 position	400	£ 2.05	£ 820.00
Origination	Origination	1	£ 25.00	£ 25.00
Carriage	Carriage	1	£ 56.00	£ 56.00
<b>Total</b>				<b>£ 901.00</b>

**Reference** Please note our PO number: "28793-44667", and quote it on your invoices. Failure to do this could well result in delayed payment.

**Delivery Date** Please advise us if our requested delivery date changes. Please ensure any changes (including early delivery) are agreed with Roantree in advance.

**POD** Please ensure we receive a POD for all deliveries. This is required before any invoices will be paid.

**File Copy** Please provide a file copy to Roantree of all items produced.

**Quantity** Please ensure there are no under's or over's unless agreed with Roantree.