

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**

Shauna Creamer King's College London The Dickson Poon School of

Law

Somerset House East Wing

Strand London WC2R 2LS United Kingdom

Purchase Order

| Purchase Order No | Order Date | Your Reference | Order Placed By | Delivery Deadline |
|-------------------|------------|----------------|-----------------|-------------------|
| 15563-27038 | 23/04/2025 | | Jen Lester | 14/05/2025 |

We would like to order the following:

| Product No. | Product Description | Quantity | Unit Price | Subtotal |
|-------------------------|---|--------------|------------|----------|
| B8891 - Sandgate 7oz | Quality Cotton Tote Bag | 150 | 2.73 | 409.50 |
| | Product colour: White | | | |
| | Branding requirements: Printed 2 Colour 1 Position (Repeat) | | | |
| | Repeat 14254 | | | |
| | | | Subtotal | 409.50 |
| | | | VAT 20% | 81.90 |
| | | - | Total | 491.40 |

Reference Delivery Invoice Please note our PO number: "15563-27038", 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.