

PURCHASE ORDER

Ordered By: Graham Butler Branding Focus Ltd. The Stables Cottage Pinewood Studios Iver Heath, SL0 0NH Phone: 01753 657 079	Delivery Details (to be sent under Plain Cover): Company: Creative Laser Engraving Contact: Carol Wedgebury Address: Unit 55 Britannia Way Britannia Enterprise Park Lichfield WS14 9UY
Please send all proofs and any order queries to Graham Butler, graham@brandingfocus.co.uk, 01753 657 079	

Notebook - A5 - Kraft Engraved	Quantity	Branded Cost	Total Cost
WTW-977	400	£ 1.15	£ 460.00
0		Set Up	£ -
		Freight	£ 26.00
		Adjustments	£ -
		Total	£ 486.00

Branding: Unbranded
As per email quote

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Order Total	£ 486.00
VAT @ 20%	£ 97.20
Total	£ 583.20

Branding Focus Ltd | The Stables Cottage | Pinewood Studios | Iver Heath | SL0 0NH

Registered Address: 8 Rutland Lodge | Rutland Street | High Wycombe | HP11 2FS

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1. Please enter this order in accordance with the agreed prices, delivery address and timelines stated above.
2. Please provide a digital proof or otherwise where stated prior to proceeding to full production.
3. Please notify immediately of any deadline, stock, production, artwork issues.
4. Despatch Confirmation required on ALL ORDERS, STATING any unders or overs, as well as tracking details.
5. Please send all invoices electronically to accounts@brandingfocus.co.uk quoting the PO number.
6. All invoices will be paid on EOM+30 days unless specifically agreed in advance.

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