

Supplier AddressBagco Ltd
Unit 3
Churchill Court
Hortons Way
Westerham
TN16 1BT
United Kingdom**Delivery Address**Georgina Field
Alpha Agency
WeWork
No. 1 Poultry
London
EC2R 8EJ
United Kingdom**Purchase Order**

Purchase Order No	Order Date	Your Reference	Order Placed By	Delivery Deadline
16065-28418	15/08/2025		Jen Lester	28/08/2025

We would like to order the following:

Product No.	Product Description	Quantity	Unit Price	Subtotal
B9821 Seabrook Tote	Seabrook Eco Tote Bag Product colour: White Branding requirements: Printed 1 Colour 1 Side	100	1.43	143.00
				Subtotal 143.00
				VAT 20% 28.60
				Total 171.60

Reference

Please note our PO number: "16065-28418", 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.