

**Supplier Address**Bagco Ltd  
Unit 3  
Churchill Court  
Hortons Way  
Westerham  
TN16 1BT  
United Kingdom**Delivery Address**Hina Shivji  
University of Roehampton  
Faculty of Business and Law  
Roehampton Lane  
London  
SW15 5FL  
United Kingdom**Purchase Order**

Purchase Order No	Order Date	Your Reference	Order Placed By	Delivery Deadline
16163-28676	04/09/2025		Jen Lester	22/09/2025

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

Product No.	Product Description	Quantity	Unit Price	Subtotal
B8891 - Sandgate 7oz	<b>Quality Cotton Tote Bag</b> Product colour: Black Branding requirements: Printed 2 Colour 1 Position (Business School) Repeat 15306	500	2.432	1,216.00

<b>Subtotal</b>	1,216.00
VAT 20%	243.20
<b>Total</b>	1,459.20

**Reference**

Please note our PO number: "16163-28676", 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.