

Supplier AddressBagco Ltd
Unit 3
Churchill Court
Hortons Way
Westerham
TN16 1BT
United Kingdom**Delivery Address**Sarah Panko
King's College London
Room SO.04 (HR Office)
Strand Building
Strand Campus
London
WC2R 2LS
United Kingdom**Purchase Order**

Purchase Order No	Order Date	Your Reference	Order Placed By	Delivery Deadline
16278-29042	02/10/2025		Zoe Wales	20/10/2025

We would like to order the following:

Product No.	Product Description	Quantity	Unit Price	Subtotal
B9151 Aylesham 8oz shopper	Quality Gusset Cotton Tote Product colour: Black with Natural Handles Branding requirements: Printed 2 Colour 1 Position (Exact Repeat) In stock: Yes Exact Repeat PO 12188	300	2.857	857.10

Subtotal	857.10
VAT 20%	171.42
Total	1,028.52

Reference

Please note our PO number: "16278-29042", and quote it on your invoices.

Delivery

Please note the delivery deadline. If this isn't 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.