



4imprint Direct Ltd  
5 Ball Green  
Cobra Court  
Manchester  
M32 0QT  
United Kingdom

**Supplier Address**

Bagco Limited  
Unit 3  
Churchill Court  
WESTERHAM, Kent TN16 1BT  
UNITED KINGDOM  
Fax: 01959563034  
Tel: 01959560500

**Shipping Address**

Julie Diver  
39 Steps Ltd  
c/o 63 Thomson Crescent  
Currie  
Edinburgh EH14 5JS  
United Kingdom  
Tel: 01314478610  
Email: julie@39steps.co.uk  
Ref:

**Purchase Order Number:** 2779285L1/DM-1532335

**Order Date:** 20 October 2025

**Vendor ID:** DM4915

**Questions Call:** Nicole Wood

**Phone:** 0161 375 1513

**Fax:**

**Email:** nwood@4imprint.com

Item			Broadstairs A5 Notebook - Natural		Colours (base,trim): Natural, Green	
Quantity	Item #	Description	Unit £	Cost £		
100	N9217	Broadstairs A5 Notebook - Natural	1.4600	146.00		
1	Set-Up Charge1	Screen Charge	25.0000	25.00		
				171.00		

Must Ship By

n/a

If order received by

17 October 2025

Per agreement with

n/a

Carrier, service

See below

Supplier Instructions

Artwork Instructions

Product Colour (Base, Trim): Natural, Green

Branding Location: Front

Branding Colours: To Match Trim

Special Instructions :Hard recycled Kraft paper coverPerfect bound100 sheetsCream 70gsm lined recycled paperElastic closureElastic pen loopRibbon page markerYour price includes a 1 colour print to the front cover of these printed promo notebooksReady to ship in : 10 business days from the approval of the artwork

Print Name

Shetland  
Charitable Trust

**Shipment Details**

Ship to	Quantity	Must Ship	Carrier, service	Reach Destination By
Address As Above	100	n/a	DPD Standard Service	04 November 2025



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- 1) If you have any queries regarding this purchase order, please contact us without delay on the telephone number shown above.
- 2) We cannot accept any variation over or under from the quantities on this order.
- 3) On despatch of the Goods we require a detailed invoice **within 2 working days**.
- 4) This order and its subject matter are **confidential** and shall not be disclosed or used for any purpose except that authorised by the Company in writing.
- 5) The price of the Goods shall be as stated in this order and no variation shall be accepted unless notified in writing and accepted in writing by the Company. Unless otherwise stated the price includes all charges for packaging, packing, shipping, carriage, insurance and delivery of the Goods and all other set-up, origination and miscellaneous charges.
- 6) The Company shall be entitled to reject any Goods delivered which are not in accordance with this order, including (without limitation) by reason of quality, or being unfit for the purpose for which they are required.
- 7) Unless expressly agreed in writing to the contrary, payment will be made 30 days after the later of the delivery date or the invoice date.
- 8) We, or our representative, reserve the right to all reasonable access, to verify work at your premises pertaining to our purchase order.
- 9) Terms & Conditions can be found on the 4imprint homepage in the "Legal Information" section.