



# Purchase Order

Ref No. PO85344

**Supplier:**

Melanie Lee  
Bagco Ltd  
Unit 3  
Churchill Court  
Hortons Way  
Westerham  
TN16 1BT  
United Kingdom

**Delivery Address:**

Graphic Arts (Coventry) Ltd  
Welcome House  
Falkland Close  
Coventry  
CV4 8AU  
United Kingdom

**Order Date:** 10/11/2025

**Required On:** 24/11/2025

**Order Placed By:** Harriet Richley

**Supplier Account No:**

**\*\*Please note the above 'required on' date. If you are unable to meet this requirement please advise urgently\*\***

| PARTCODE | DESCRIPTION  | QTY | JOB REF | UNIT PRICE | TOTAL   |
|----------|--|-----|---------|------------|---------|
| Bagco    | We Clean Broadstairs Eco A5 Kraft Paper Notebook<br>Eco A5 notebook made from Recycled Kraft paper cover with elastic closure, elastic pen loop and ribbon in various colours. Recycled paper with 96 sheets of 70gsm pages.<br><br>Personalisation<br>1 colour spot print with 'We Clean' branding in a Bold Silver | 250 | 227491  | £1.66      | £414.00 |

|           |         |
|-----------|---------|
| Sub Total | £414.00 |
| VAT       | £82.80  |
| TOTAL     | £496.80 |

**PLEASE ENSURE OUR PO NUMBER AND THE NAME OF THE PERSON PLACING THE ORDER ARE INCLUDED ON THE DELIVERY NOTE / ADDRESS LABEL WHEN THE GOODS ARE SHIPPED TO OUR CV4 8AU ADDRESS. THIS IS REQUIRED FOR GOODS TO BE ACCEPTED AND YOUR INVOICE TO BE PROCESSED WITHOUT DELAY.**

Please note that unders/overs will only be accepted if agreed with Graphic Arts (Coventry) Ltd, prior to despatch of the goods. Any changes or amendments to this order must be notified in writing and approved by the above contact. This purchase order is subject to Graphic Arts (Coventry) Ltd's standard Terms & Conditions and Privacy Policy, a copy of which is available upon request or our website. These terms and conditions shall prevail over any terms and conditions in the seller's quotation.