

**Supplier Address**  
Nigel Pearce  
Bagco Ltd  
Unit 3, Churchill Court  
Hortons Way  
Westerham  
TN16 1BT  
United Kingdom

**Delivery Address**  
Kaitlyn Klapperich  
Northern Trust  
50 Bank Street  
Canary Wharf  
London  
E14 5NT  
United Kingdom

Purchase Order

**Purchase Order No.**  
**Date**  
**Delivery Date**

5726-9299  
14/11/2025  
**03/12/2025 \*\* NO FAIL \*\***

**Account Manager**  
**E-mail**

Danielle Viney  
dviney@leaderpromos.com

PLEASE SUPPLY THE FOLLOWING GOODS AND SERVICES:

Product No.	Product Description	Quantity	Unit Price	Subtotal
B9935	<b>5oz Small Recycled Bag with gusset</b> Eco Gift Bag made from 5oz (140gsm) recycled cotton (60%) blended with Rpet (40%) with short handles and gusset  Colour: Green (PMS 2416U) Material: Recycled cotton, rPET Dimensions: 21x23x8cm  Print: 1 colour pad prtn to front of bag  Commodity code: 4202 92 98 90 COO: India  Lead time: 2-3 weeks after artwork approval	60	£ 1.42	£ 85.20
Origination	Origination	1	£ 25.00	£ 25.00
Carriage	Carriage	1	£ 12.00	£ 12.00
<b>Subtotal</b>				£ 122.20
VAT 20%				£ 24.44
<b>Total</b>				£ 146.64

Product No.	Product Description	Quantity	Unit Price	Subtotal
	<b>Please note our PO number: "5726-9299", and quote it on your invoices. Failure to do this could well result in delayed payment.</b>			
<b>DELIVERY</b>	All deliveries are to be made using Delivery Notes supplied by Leaderpromos UK. A signed copy of the delivery POD is required within 48 hours to <a href="mailto:productionuk@leaderpromos.com">productionuk@leaderpromos.com</a> .			
<b>UNDERS &amp; OVERS:</b>	We must be supplied with the exact order quantity specified. Overs will not be paid for unless agreed in writing by Leaderpromos and Unders are not acceptable.			
<b>TERMS &amp; CONDITIONS:</b>	Leaderpromos' full Terms & Conditions of Purchase can be obtained by clicking this link or contact our Buyer at <a href="mailto:gthorpe@leaderpromos.com">gthorpe@leaderpromos.com</a> to obtain a full copy.			
<b>FILE SAMPLES:</b>	Where file samples are requested this does form part of the contract and payment may be withheld if requested samples are not supplied.			
<b>INVOICING:</b>	Invoices are to be sent to <a href="mailto:accountseu@leaderpromos.com">accountseu@leaderpromos.com</a> . All invoices must specify Leaderpromos Purchase Order No. and Leaderpromos Order Contact. Invoices that do not contain this information will be rejected and returned for correct completion. Please note our Accounts team works remotely so it is important to send all correspondence electronically via this email address.			
<b>TIME IS OF THE ESSENCE:</b>	Dates specified are critical and must be adhered to - time is of the essence on all orders.			
<b>PDF PROOF:</b>	Please supply emailed PDF proof within 24 hours (unless otherwise stated) sent directly to the account manager for approval			