

**Supplier Address**Bagco Ltd  
Unit 3  
Churchill Court  
Hortons Way  
Westerham  
TN16 1BT  
United Kingdom**Delivery Address**Hina Shivji  
Roehampton University  
Richardson Building  
University Post Room  
Roehampton Lane  
London  
SW15 5PH  
United Kingdom**Purchase Order**

| Purchase Order No | Order Date | Your Reference | Order Placed By | Delivery Deadline |
|-------------------|------------|----------------|-----------------|-------------------|
| 16635-30164       | 14/01/2026 |                | Jen Lester      | 30/01/2026        |

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

| Product No.          | Product Description  | Quantity | Unit Price | Subtotal |
|----------------------|--|----------|------------|----------|
| B8891 - Sandgate 7oz | <b>Quality Cotton Tote Bag</b><br>Product colour: Black<br>Branding requirements: Printed 2 Colour 1 Position<br>In stock: Yes<br>Special 1000 Rate to run alongside order 16628 | 500      | 2.482      | 1,241.00 |

|                 |          |
|-----------------|----------|
| <b>Subtotal</b> | 1,241.00 |
| VAT 20%         | 248.20   |
| <b>Total</b>    | 1,489.20 |

**Reference**

Please note our PO number: "16635-30164", 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.