

Supplier AddressBagco 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
16628-30165	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	Quality Cotton Tote Bag Product colour: Black Branding requirements: Printed 2 Colour 1 Position (I Heart Roe) print colours white and PMS 340 Special 1000 Rate to run along side order 16635	500	2.482	1,241.00

Subtotal	1,241.00
VAT 20%	248.20
Total	1,489.20

Reference

Please note our PO number: "16628-30165", 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.