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**Supplier Address**

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

**Delivery Address**

Hina Shivi  
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	<b>Quality Cotton Tote Bag</b> 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
				<b>Subtotal</b> 1,241.00
				<b>VAT 20%</b> 248.20
				<b>Total</b> 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 isn't 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.