



4imprint Direct Ltd
5 Ball Green
Cobra Court
Manchester
M32 0QT
United Kingdom

Supplier Address
Bagco Limited
Unit 3
Churchill Court
WESTERHAM, Kent TN16 1BT
UNITED KINGDOM
Fax: 01959563034
Tel: 01959560500

Shipping Address
Ingrid Fairfax McMaster
Newcastle University Business School
5 Barrack Road
Newcastle upon Tyne NE1 4SE
United Kingdom
Tel: 0191 2081637
Email:
ingrid.fairfaxmcmaster@newcastle.ac.uk
Ref: 4201076212

Purchase Order Number: 2804009L3/DM-1556378
Order Date: 05 March 2026
Vendor ID: DM4915

Questions Call: Katie Traverse
Phone: 0161 850 3471
Fax:
Email: ktraverse@4imprint.com

Item Downswood A5 Cotton Notebook **Colours** (base,trim): Navy, Navy

Quantity	Item #	Description	Unit £	Cost £
500	N9412	Downswood A5 Cotton Notebook	1.4800	740.00
1,000	Add	Add'l Colour Charge	0.2800	280.00
3	Set-Up Charge1	Screen Charge	25.0000	75.00
1	Managers Discount	Managers Discount	0.0000	0.00
				1,095.00

<u>Must Ship By</u>	<u>If order received by</u>	<u>Per agreement with</u>	<u>Carrier, service</u>
n/a	03 March 2026	n/a	See below

Supplier Instructions

Artwork Instructions

Product Colour (Base, Trim): Navy, Navy
Branding Location: Front
Branding Colours: Pantone 186C Red, Pantone 2955C Blue, White

Print Name Newcastle university

Shipment Details

Ship to	Quantity	Must Ship	Carrier, service	Reach Destination By
Address As Above	500	n/a	DPD Standard Service	23 March 2026



4imprint Direct Ltd
5 Ball Green
Cobra Court
Manchester
M32 0QT
United Kingdom

Purchase Order Number: 2804009L3/DM-1556378
Order Date: 05 March 2026
Vendor ID: DM4915

Questions Call: Katie Traverse
Phone: 0161 850 3471
Fax:
Email: ktraverse@4imprint.com

- 1) If you have any queries regarding this purchase order, please contact us without delay on the telephone number shown above.
- 2) We cannot accept any variation over or under from the quantities on this order.
- 3) On despatch of the Goods we require a detailed invoice **within 2 working days**.
- 4) This order and its subject matter are **confidential** and shall not be disclosed or used for any purpose except that authorised by the Company in writing.
- 5) The price of the Goods shall be as stated in this order and no variation shall be accepted unless notified in writing and accepted in writing by the Company. Unless otherwise stated the price includes all charges for packaging, packing, shipping, carriage, insurance and delivery of the Goods and all other set-up, origination and miscellaneous charges.
- 6) The Company shall be entitled to reject any Goods delivered which are not in accordance with this order, including (without limitation) by reason of quality, or being unfit for the purpose for which they are required.
- 7) Unless expressly agreed in writing to the contrary, payment will be made 30 days after the later of the delivery date or the invoice date.
- 8) We, or our representative, reserve the right to all reasonable access, to verify work at your premises pertaining to our purchase order.
- 9) Terms & Conditions can be found on the 4imprint homepage in the "Legal Information" section.