



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**  
Lexie Heilbron  
Arcadia University  
16-17 Southampton Place  
London WC1A 2AJ  
United Kingdom  
Tel: 0207 7920211  
Email: heilbrona@arcadia.edu  
Ref:

**Purchase Order Number:** 2815902L3/DM-1565838  
**Order Date:** 23 April 2026  
**Vendor ID:** DM4915

**Questions Call:** Lisa Finney  
**Phone:** 0161 850 3461  
**Fax:**  
**Email:** finney.lisa@4imprint.com

**Item** Broadstairs A5 Notebook - Natural **Colours** (base,trim): Natural, Royal Blue

Quantity	Item #	Description	Unit £	Cost £
50	N9212	Broadstairs A5 Notebook - Natural	2.0200	101.00
1	Set-Up Charge	Repeat Screen Charge	25.0000	25.00
				126.00

<u>Must Ship By</u>	<u>If order received by</u>	<u>Per agreement with</u>	<u>Carrier, service</u>
n/a	25 July 2025	n/a	See below

Supplier Instructions

REPEAT OF DM-1513749 AS ATTACHED  
NO FAIL DEADLINE

Artwork Instructions

Product Colour (Base, Trim): Natural, Royal Blue  
Branding Location: Front  
Branding Colours: To Match Trim  
Special Instructions :REPEAT ORDERlead-time is approx. 2 weeks

Print Name Arcadia Abroad

Additional Notes:

Art On File: Please refer to our previous order 2787906-3  
Date: 21/11/2025

**Shipment Details**

Ship to	Quantity	Must Ship	Carrier, service	Reach Destination By
Address As Above	50	n/a	DPD Standard Service	06 May 2026



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- 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.