Action Promote

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# Purchase Order

**Supplier Address**

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

**Delivery Address**

Haf Rees
King's College London
Room STR.G07 (HR Office)
Strand Building
Strand Campus
London
WC2R 2LS
United Kingdom

| Purchase Order No | Order Date | Your Reference | Order Placed By | Delivery Deadline |
|---|---|---|---|---|
| 17856-33534 | 14/10/2026 | | Jen Lester | 06/11/2026 |

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

| Product No. | Product Description | Quantity | Unit Price | Subtotal |
|---|---|---|---|---|
| B9151 Aylesham 8oz shopper | **Quality Gusset Cotton Tote**<br>Product colour: Black<br>Branding requirements: Printed 2 Colours 1 Side | 500 | 2.726 | 1,363.00 |
| Carriage | **Split Delivery for bags**<br>200 x Bags to below ASAP<br><br>Haf Carney-Rees<br>King's College London<br>Room STR.G07 (HR Office)<br>Strand Building<br>Strand Campus<br>London<br>WC2R 2LS<br><br>300 Bags to Action promote | 1 | 44.000 | 44.00 |

| | |
|---|---|
| **Subtotal** | 1,407.00 |
| VAT 20% | 281.40 |
| **Total** | 1,688.40 |

**Reference** **Please note our PO number: "17856-33534", 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.**