Action Promote

63 Victoria Road
Burgess Hill
RH15 9LN

T: 01444 257744
hello@actionpromote.co.uk
actionpromote.co.uk

Purchase Order

Supplier Address

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

Delivery Address

Chloe Gallagher
King's College London
8th Floor
James Clerk Maxwell Building
57 Waterloo Road
London
SE1 8WA
United Kingdom

Purchase Order No	Order Date	Your Reference	Order Placed By	Delivery Deadline
17905-33651	27/10/2026		Jen Lester	11/11/2026

We would like to order the following:

Product No.	Product Description	Quantity	Unit Price	Subtotal
Broadstairs Eco A5	**Broadway Kraft Notebook** Product colour: Natural with Red trim Branding requirements: Printed 2 colours to front - PMS 485 and white	40	3.74	149.60

Subtotal	149.60
VAT 20%	29.92
Total	179.52

Reference **Please note our PO number: "17905-33651", 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.**