Purchase Order DM-1603615 28/10/2026 **Page 1**

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: 2856105L3/DM-1603615
Order Date: 28 October 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 £
290	N9212	Broadstairs A5 Notebook - Natural	1.4000	406.00
1	Set-Up Charge	Repeat Screen Charge	19.5000	19.50
				425.50

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

Supplier Instructions

Artwork Instructions

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

Print Name Arcadia Abroad

Additional Notes:

Art On File: Please refer to our previous order 2758768-3
Date: 21/07/2025

Shipment Details

Ship to	Quantity	Must Ship	Carrier, service	Reach Destination By
Address As Above	290	n/a	DPD Standard Service	06 November 2026

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Questions Call:	Lisa Finney
Phone:	0161 850 3461
Fax:	
Email:	finney.lisa@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.