Action Promote

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Burgess Hill
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Purchase Order

Supplier Address

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

Delivery Address

Katerina Alexandropoulou
UCLU T/A Students Union
UCL
25 Gordon Street
London
WC1H 0AY
United Kingdom

Purchase Order No	Order Date	Your Reference	Order Placed By	Delivery Deadline
17918-33687	02/11/2026		Jen Lester	23/11/2026

We would like to order the following:

Product No.	Product Description	Quantity	Unit Price	Subtotal
B8889 - Groombridge 10oz	**Premium Cotton Tote Bag** Product colour: Black Branding requirements: Printed 1 colour, 1 side	50	4.07	203.50

Subtotal	203.50
VAT 20%	40.70
Total	244.20

Delivery Terms Proforma

Reference **Please note our PO number: "17918-33687", 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.**