Purchase Order DM-1604375 02/11/2026 **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

Shetland Charitable Trust
22-24 North Road
Lerwick
Shetland ZE1 0NQ
United Kingdom
Email: julie@39steps.co.uk
Ref:

Purchase Order Number: 2857504L2/DM-1604375
Order Date: 02 November 2026
Vendor ID: DM4915

Questions Call: Carol Corbishley
Phone: 0161 850 3460
Fax:
Email: carol.corbishley@4imprint.com

Item Broadstairs A5 Notebook - Natural - Digital Print **Colours** (base,trim): Natural, Green

Quantity	Item #	Description	Unit £	Cost £
100	N9217	Broadstairs A5 Notebook - Natural - Digital Print	2.0500	205.00
1	Set-Up Charge1	Screen Charge	25.0000	25.00
1	Carriage	Carriage	95.0000	95.00
				325.00

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

Supplier Instructions

The event is on the 17th November
The delivery address is Shetland - please factor this in for despatch
artwork on We Transfer file sent with PO

Artwork Instructions

Product Colour (Base, Trim): Natural, Green
Branding Location: Front
Branding Colours: CMYK Full Colour Process
Special Instructions :Hard recycled Kraft paper coverPerfect bound100 sheetsCream 70gsm lined recycled paperElastic closureElastic pen loopRibbon page markerYour price includes a digital print to the front cover of these branded notebooksReady to ship in : 10 business days from the approval of the artwork - plus please allow 3-4 days shipping

Print Name Shetland

Shipment Details

Ship to	Quantity	Must Ship	Carrier, service	Reach Destination By
Address As Above	100	n/a	DPD Standard Service	16 November 2026

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Questions Call:	Carol Corbishley
Phone:	0161 850 3460
Fax:	
Email:	carol.corbishley@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.