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

Shijia Yu
King's College London
Bush House South East Wing
8.07
Strand Campus
London
WC2R 1AE
United Kingdom

Purchase Order No	Order Date	Your Reference	Order Placed By	Delivery Deadline
17932-33735	04/11/2026		Jen Lester	17/11/2026

We would like to order the following:

Product No.	Product Description	Quantity	Unit Price	Subtotal
Broadstairs Eco A5	**Broadway Kraft Notebook** Product colour: Black Branding requirements: Printed 2 colours 1 Position (white and PMS 2244)	100	2.60	260.00

Subtotal	260.00
VAT 20%	52.00
Total	312.00

Reference **Please note our PO number: "17932-33735", 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.**