



Leila Nightingale  
Bagco Limited  
Unit 3, Churchill Court  
Hortons Way  
Westerham  
Kent  
TN16 1BT

Date: 12 May 2018  
Required by:  
Job Title Somerville College

Purchase Order No. 63354

**Please Supply**

Product Ref:	Product Description	Colours	Qty	Unit Price	Cost
	Eastwell 4.5oz cotton tote bag - 2 colour both sides	1	1500	1.31	
				Setup	100.00
				Carriage	37.00

Natural colour with red contrast trim and handles. 140gms long cotton handles. Printed 2 colour 2 sides in red to match the trim and black with Somerville college design. Please see artwork attached and a further attachment showing the size they would like

**PLEASE SEND PROOF AND ORDER  
ACKNOWLEDGEMENT FOR THIS ORDER**

Total £ 137.00

**Delivery Address:**

Isabel Ireland  
Somerville College  
Development Office  
Woodstock Road  
Oxford  
Oxfordshire OX2 6HD

**Important Note**

There must be no mention of your company details on goods despatched. They must be packed in plain wrappers or cartons and **the attached Delivery Note must be used**. Please complete the quantity despatched in the relevant box, the despatch date and the number of parcels. Photocopies of the delivery note may be used as required. Please send proof and anticipated delivery date assuming

Ordered by:



Claire Appleton  
Insignia Ltd



Isabel Ireland  
Somerville College  
Development Office  
Woodstock Road  
Oxford  
Oxfordshire  
OX2 6HD

## DELIVERY NOTE

*Please receive:*

Delivery Note Reference M3836

ORDER NO.	OUR REF NO	DESPATCH DATE	QUANTITY	No. PARCELS	CARRIER
Isabel Ireland	63354				

PRODUCT	JOB TITLE
Eastwell 4.5oz cotton tote bag - 2 colour both sides Natural colour with red contrast trim and handles. 140gms long cotton handles. Printed 2 colour 2 sides in red to match the trim and black with your design	Somerville College