

Purchase Order

Sales Order: IPSW9970

Date: 26/05/2022

Required By: 09/06/2022

Job Title: University of Suffolk

Bagco Ltd
3 Churchill Court,
Hortons Way,
Westerham,
Kent
TN16 1BT

PLEASE SEND YOUR INVOICE TO: accounts@impressipswich.co.uk

Product Description	Qty	Price	Cost
N9221 - Broadstairs Eco A5 Kraft Paper Notebook Black	250	£1.39	£347.50
One Colour Screen Print: 110mm x 80mm		Setup	£ 25.00
		Carriage	£34.00
Print Design - University of Suffolk + Website			
Print Colour: White			
		Total ex. VAT	£ 406.50
Order Quantity: 250			

Delivery Address:

Emma Best - Brand and Marketing Co-ordinator
University of Suffolk
Waterfront Building
Neptune Quay
Ipswich, Suffolk
IP4 1QJ

Special Instructions:

AS PER QUOTATION: 214099

PAGE GROUP MEMBERS

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.

Yours faithfully,

Lorraine Leach
Impress Ipswich

DELIVERY NOTE

Emma Best - Brand and Marketing Co-ordinator
University of Suffolk
Waterfront Building
Neptune Quay
Ipswich, Suffolk
IP4 1QJ

ORDER NO:	OUR REF NO:	DESPATCH DATE:	NO. OF PARCELS:	CARRIER:
EXRE/23395	IPSW9970			

PRODUCT	JOB TITLE
<p>N9221 - Broadstairs Eco A5 Kraft Paper Notebook Black</p> <p>One Colour Screen Print: 110mm x 80mm</p> <p>Print Design - University of Suffolk + Website</p> <p>Print Colour: White</p> <p>Order Quantity: 250</p>	University of Suffolk

SIGNED BY: _____



**Attention: Emma Best
University of Suffolk
Waterfront Building
Neptune Quay
Ipswich
Suffolk
IP4 1QJ**