

## Order Acknowledgement

|                           |  |              |                         |
|---------------------------|--|--------------|-------------------------|
| <b>Sales Office</b>       | Unit 3, Churchill Court, Hortons Way, Westerham, Kent, TN16 1BT          |              |                         |
|                           | <b>Telephone</b>   | 01959 560500 | <b>Fax</b> 01959 563034 |
| <b>Accounts/Warehouse</b> | Bullhouse Mill, Lee Lane, Penistone, Sheffield, South Yorkshire, S36 9NN |              |                         |
|                           | <b>Telephone</b>   | 01226 372700 | <b>Fax</b> 01226 370224 |

|                           |  |                  |  |
|---------------------------|--|------------------|--|
| <b>Order ID</b>           | <b>287906</b>  |                  |  |
| <b>Order Date</b>         | <b>15 Dec 2021</b>   |                  |  |
| <b>Despatch Date</b>      | <b>07 Jan 2022</b>   |                  |  |
| <b>Customer</b>           | <b>Initial Incentives Ltd</b>  |                  |  |
| <b>Address</b>            | <b>729 Capability Green Business Park, New Airport Way, Luton Bedfordshire LU1 3LU</b> |                  |  |
| <b>Customer Reference</b> | <b>131236</b>  |                  |  |
| <b>Contact(s)</b>         | <b>Email Address</b>   | <b>Telephone</b> |  |
| Sarah Fairwood            | sarah@initialincentives.com  |                  |  |

| Quantity           | Type     | Description                                   | Price (£) | Total (£)     |
|--------------------|----------|---|-----------|---------------|
| 400                | Product  | N1311 Larkfield Soft Feel A5 Notebook - Black | 1.20      | 480.00        |
| 400                | Printing | Screen Print N1311 - Thatcham Research        | 0.29      | 116.00        |
|                    |          | 1 Colour 1 Position white                     |           |               |
| 1                  | Setup    | Screen Charge - N1311 - Thatcham Research     | 25.00     | 25.00         |
| 1                  | Carriage | DPD - Next Day                                | 45.00     | 45.00         |
| <b>Order Total</b> |          |   |           | <b>666.00</b> |

All prices are subject to VAT at 20%.



N1311

### Important print information:

Please note, for screenprinted orders we only print in uncoated (u) ink. This can differ in colour to coated (c ) ink so please check the uncoated pantone book before approval. For Digital Uv print we match to coated colours.

|  |                  |   |
|--|------------------|---|
| <b>Delivery Address(es)</b>              |                  |   |
| <b>FAO</b>                               | <b>FAO Phone</b> | <b>Address</b>  |
| Tara Wilkins                             |                  | Thatcham Research, Colthrop Way, Thatcham, Berkshire RG19 4NR |
| <i>Consignment Weight (kgs): 130.00</i>  |                  |   |
| <i>Despatch Notes: DEL NOTE ATTACHED</i> |                  |   |



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### Notes

To achieve your requested delivery date of 10 Jan 2022 we will need your Order Acknowledgement AND artwork approved no later than 15 Dec 2021. Please allow a day or so as any problems with the artwork could delay despatch.

To prevent delays in processing your order please check all details and submit your order acknowledgement as soon as possible.