



Order Acknowledgement

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

Order ID	322051		
Order Date	10 Oct 2025		
Despatch Date			
Customer	4 Imprint Direct		
Address	5 Ball Green, Cobra Court, Trafford Park, Manchester M32 0QT		
Customer Reference	DM-1530615		
Contact(s)	Email Address	Telephone	
Lauren Chester	lchester@4imprint.com	0161 850 3459	

Quantity	Type	Description	Price (£)	Total (£)
250	Product	N9221A Broadstairs Eco A5 Kraft Paper Notebook - Black	1.10	275.00
250	Printing	Screen Print N9221A - Portman Recruitment***	0.30	75.00
		1 Colour 1 Position gold		
1	Setup	Repeat Screen Charge - N9221A - Portman Recruitment***	25.00	25.00
1	Carriage	DPD - Next Day	38.00	38.00
Order Total				413.00

All prices are subject to VAT at 20%.

Important print information:

Please note, screen printed orders can be printed in either uncoated (U) or coated (C) ink. These can differ in colour so please check the pantone books before approval to confirm your client is happy to proceed. For Digital UV print we match to coated colours.

Delivery Address(es)		
FAO	FAO Phone	Address
Mr Robert Milne	07546433200	Portman Recruitment, 10 Chapel Walks, Manchester M2 1HL
<i>Consignment Weight (kgs): 84.38</i>		

Notes

To achieve your requested delivery date of 23 Oct 2025 we will need your Order Acknowledgement AND artwork approved no later than 13 Oct 2025. 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.