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	**329328**
Order Date	**29 Oct 2026**
Despatch Date	
Customer	**Project Agency Ltd T/A Project Merchandise**
Address	**The Brew Eagle House, 163 City Road London EC1V 1NR**
Customer Reference	**PO-9549**

Contact(s)	**Email Address**	**Telephone**
Diya Jagannath	**diya@projectmerchandise.com**	

Quantity	Type	Description	Price (£)	Total (£)
150	Product	N9222 Broadstairs Notebook Recycled Kraft Paper A5 - Blue Navy	1.10	165.00
150	Printing	Screen Print N9222 - AOEC	0.36	54.00
		1 Colour 1 Position White		
1	Setup	Repeat Screen Charge - N9222 - AOEC	25.00	25.00
1	Carriage	DPD - Next Day	26.00	26.00
			Order Total	**270.00**

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**
Alice Thomas/ Sue Simmons (AoEC Graudation 2026)		1 Coopers Gate Colney Heath St. Albans Hertfordshire AL4 0ND

Consignment Weight (kgs): 50.62

Notes

To achieve your requested delivery date of 20 Nov 2026 we will need your Order Acknowledgement AND artwork approved no later than 29 Oct 2026. 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.