

# Purchase Order

**Supplier Address**

Melanie Lee  
Bagco Ltd  
Unit 3, Churchill Court  
Hortons Way  
Westerham  
TN16 1BT  
United Kingdom

**Delivery Address**

Matt Kimberley  
The Midcounties Co-operative,  
Co-operative House  
Warwick Technology Park  
Warwick  
CV34 6DA  
United Kingdom

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**Purchase Order No.** 15709-22396**Date** 10/09/2019**Delivery date** 18/09/2019 \*\* NO FAIL \*\***Order Administrator**

Emma-Jade Hodge

**E-mail**

emma-jade@premierpandp.com

Dear Melanie,

**We would like to order the following:**

Product Description	Quantity	Unit price	Subtotal
<b>Dartford A4 Conference Folder</b>	30	4.57	137.10

Printed 1 Colour (PMS 877c) to 1 Position as per the 'MC Co-Operative' artwork provided.

BLACK FOLDER.

Unzipped budget imitation leather folders made from lightly grained REACH compliant PVC with USB holders and 20 page recycled paper notepad.

Bulk packed and delivered.

AS PRE PRODUCTION SAMPLE PRODUCED

\*\*PLEASE SEND PDF PROOF ASAP\*\*

NO FAIL

Box Label:

Company: Inspired Thinking Group

FAO: MATT KIMBERLEY

Product: A4 FOLDER

Quantity: 30

Box of (please detail):

Plain Label

Origination

Carriage

1 25.00 25.00

1 10.00 10.00

**Subtotal** 172.10

VAT 20% 34.42

**Total** 206.52**Our Reference**

Please note our PO number: "15709-22396", and quote it on your invoices.

Failure to do this could well result in delayed payment.

**BEFORE DISPATCHING DIRECTLY TO OUR CUSTOMER:**

Please contact me on or email emma-jade@premierpandp.com to advise:

- 1) Final Quantity - Please Note: If you are charging us for overs we must be told at the point of dispatch
- 2) How The Order Is Packed - i.e. how many boxes and/or pallets
- 3) Expected Delivery Date

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