

Purchase Order

Supplier Address

Hayley Clark
Bagco Ltd
Unit 3, Churchill Court
Hortons Way
Westerham
TN16 1BT
United Kingdom

Delivery Address

Trevor Howard/ Martin Travell
Premier Print & Promotions
Threshelfords Business Park
Inworth Road
Feering
Colchester
CO5 9SE
United Kingdom

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Purchase Order No. 12818-18080
Date 14/01/2019
Delivery date 06/02/2019

Order Administrator Emma-Jade Hodge
E-mail emma-jade@premierpandp.com

Dear Hayley,

We would like to order the following:

Product Description	Quantity	Unit price	Subtotal
Broadstairs A5 Kraft Paper Notebook In Natural & Black.	500	1.22	610.00
Printed 1 colour (Black) in 1 position to centre as per Bouygues Energies & Services artwork. Natural colour with black pen loop and ribbon marker. 128g Kraft Paper Cover. 70gsm Recycled Paper. Bulk packed and delivered.			
LABELLING INSTRUCTIONS: COMPANY: Premier Print & Promotions FAO: Martin/Trevor PRODUCT: Broadstairs A5 Kraft Paper Notebook In Natural & Black QUANTITY: 500 BOX 1 OF (PLEASE AMEND ACCORDINGLY) PREMIER PRINT AND PROMOTIONS LTD			
Origination	1	25.00	25.00
Carriage	1	53.00	53.00
Subtotal			688.00
VAT 20%			137.60
Total			825.60

Our Reference Please note our PO number: "12818-18080", 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