

# Purchase Order

**Supplier Address**

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

**Delivery Address**

Albina Elston  
Baker McKenzie  
100 New Bridge Street  
London  
EC4V 6JA  
United Kingdom

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**Purchase Order No.** 12893-18147

**Date** 17/01/2019

**Delivery date** 24/01/2019 \*\* NO FAIL \*\*

**Order Administrator**  
**E-mail**

Emma-Jade Hodge  
emma-jade@premierpandp.com

Dear Hayley,

We would like to order the following:

Product Description	Quantity	Unit price	Subtotal
Faversham Laptop Backpack Rucksack	100	11.15	1,115.00

REPRINT 12255.

Printed 1 Colour (White) to 1 Position as per the previous 'Baker McKenzie' artwork provided. Black Rucksack. REACH Compliant 600x300D Polyester. Sturdy Laptop Backpack for Screens Up to 15.4 Inch Size. Features Zip Front & Main Compartments, Organiser Section, Earphones Outlet & Curve Rubber Handle. Bulk packed and delivered.

\*\*NO FAIL DELIVERY JANUARY 24TH\*\*

**LABELLING INSTRUCTIONS:**

COMPANY: City Digital Ltd

FAO: Albina Elston

PRODUCT: Laptop Backpack

QUANTITY: 100

BOX 1 OF (PLEASE AMEND ACCORDINGLY)

PREMIER PRINT AND PROMOTIONS LTD

Origination	1	17.00	17.00
Carriage	1	36.00	36.00

**Subtotal** 1,168.00

VAT 20% 233.60

**Total** 1,401.60

**Our Reference**

Please note our PO number: "12893-18147", 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