

# Purchase Order

**Supplier Address**

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

**Delivery Address**

Anthony Emmerson  
FAO Anthony Emmerson, Stoke City FC  
Stoke City Community Trust  
Bet365 Stadium, Stanley Matthews Way  
Stoke-on-Trent  
Stoke-on-Trent  
ST4 4EG  
United Kingdom

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**Purchase Order No.** 12746-18157  
**Date** 18/01/2019  
**Delivery date** 30/01/2019

**Order Administrator** Rachel Hickey  
**E-mail** rachelh@premierpandp.com

Dear Hayley,

We would like to order the following:

Product Description	Quantity	Unit price	Subtotal
<b>Cudham' Drawstring Bag - Red</b>	100	0.66	66.00
Printed 1 colour to 1 position (white) as per crest artwork. Red Cudham' Drawstring Bag. Bulk packed and delivered. Hayley confirmed prices held on this occasion - email 2/1/19 - KR			
Please send a PDF proof			
Box Labels			
Company: Stoke City FC Customer Reference: PO Lucy Mulqueen Product: Red Cudham' Drawstring Bag - Printed 1 colour Quantity: 100 Box 1 of (Please amend accordingly) Premier Print and Promotions LTD			
Origination	1	25.00	25.00
Carriage	1	10.00	10.00
<b>Subtotal</b>			101.00
VAT 20%			20.20
<b>Total</b>			121.20

**Our Reference** Please note our PO number: "12746-18157", 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 rachelh@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