

# Purchase Order

**Supplier Address**

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

**Delivery Address**

James Duckworth  
Glasdon UK Ltd  
Preston New Road  
Blackpool  
Lancashire  
FY4 4UL  
United Kingdom

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**Purchase Order No.** 13201-18543

**Date** 12/02/2019

**Delivery date** 06/03/2019

**Order Administrator**

Martin Travell

**Telephone**

+44-1376-574683

**E-mail**

martin@premierpandp.com

Dear Hayley,

We would like to order the following:

Product Description	Quantity	Unit price	Subtotal
Dartford A4 Conference Folder in Black	100	3.90	390.00

Reprint of 10369-14830 - Embossed to 1 position as per Glasdon previous artwork.  
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.

Please send a PDF proof for approval ASAP.

Box labels:

Company: Glasdon UK Ltd  
Customer Reference: EX7001070  
Product: Conference Folders  
Quantity: 100  
Box 1 of (please amend accordingly)  
Premier Print and Promotions Ltd

Origination	1	0.00	0.00
Carriage	1	24.00	24.00

**Subtotal** 414.00

VAT 20% 82.80

**Total** 496.80

**Our Reference**

Please note our PO number: "13201-18543", 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 +44-1376-574683 or email martin@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