

# Purchase Order

**Supplier Address**

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

**Delivery Address**

Carly Watson  
HSB Engineering Insurance Ltd (PP)  
New London House  
6 London Street  
London  
EC3R 7LP  
United Kingdom

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**Purchase Order No.** 13458-18960

**Date** 05/03/2019

**Delivery date** 15/03/2019

**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
<b>Chatham Gift Bag In Black</b>	300	0.85	255.00

Reprint of 9263. Printed 1 colour (white) to both sides with HSB/Munich artwork as previous order.

Eco Friendly Small Gift Bag. Made From Partly Recycled 70gsm Non Woven

Polypropylene.

Bulk packed and delivered.

Please send PDF proof ASAP.

Box Label:

Company: HSB Engineering Insurance Ltd

FAO: Carly Watson

Product: Chatham Gift Bag In Black

Quantity: 300

Box of (please detail):

PREMIER PRINT AND PROMOTIONS LTD

Origination	1	17.00	17.00
Carriage	1	10.00	10.00

**Subtotal** 282.00

VAT 20% 56.40

**Total** 338.40

**Delivery terms**

Happy

**Our Reference**

Please note our PO number: "13458-18960", 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