

# Purchase Order

**Supplier Address**

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

**Delivery Address**

Suzanne Battey  
Eunisure Limited  
Unit 3: Newmarket House  
99 Fordham Road  
Snailwell  
CB8 7NB  
United Kingdom

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**Purchase Order No.** 13225-19027

**Date** 07/03/2019

**Delivery date** 21/03/2019

**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>Dartford A4 Zipped Folder in Black</b>	100	4.50	450.00

Direct To Product Digital UV Print (1 spot colour, White) to 1 position at bottom right hand side as per Eunisure artwork.

Black folder.

Zipped budget A4 folder made from lightly grained REACH compliant PVC.

USB holder, pen loop and 20 page recycled lined paper notepad included.

Bulk packed and delivered.

Please send a PDF proof for approval ASAP.

Box labels:

Company: Lyreco

Customer Reference: 4501082843

Product: Dartford A4 Zipped Folder in Black

Code: 82.637.392

Quantity: 100

Box 1 of (please amend accordingly)

Origination

1

25.00

25.00

Carriage

1

26.00

26.00

**Subtotal** 501.00

VAT 20% 100.20

**Total** 601.20

**Our Reference**

Please note our PO number: "13225-19027", 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