

# Purchase Order

**Supplier Address**

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

**Delivery Address**

Ben Trafford  
FT Commercials  
Ollerton Road  
Tuxford  
Newark  
Notts  
NG22 0PQ  
United Kingdom

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**Purchase Order No.** 13611-19123

**Date** 14/03/2019

**Delivery date** 25/03/2019 \*\* NO FAIL \*\*

**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
Drawstring Bag - Red	500	0.70	350.00

Reprint of 12364-17392 - 1 colour print (white) to 1 position as per approved Marley artwork. Bulk packed and delivered.

\*\* NO FAIL 25.03.19 \*\*

Please send through proof for approval asap.

Box Label:

COMPANY: Old Vicarage  
PO: Marley drawstring 500 bags  
PRODUCT: Drawstring Bags  
QUANTITY: 500  
BOX 1 OF (PLEASE AMEND ACCORDINGLY)

Origination	1	17.00	17.00
Carriage	1	10.00	10.00

**Subtotal** 377.00

VAT 20% 75.40

**Total** 452.40

**Our Reference**

Please note our PO number: "13611-19123", 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