

Purchase Order

Supplier Address

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

Delivery Address

Emma Hooton
University of Warwick
Sports & Wellness Hub
Leighfield Road
Cryfield Village
CV4 7AL
United Kingdom

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Purchase Order No. 13891-19529

Date 04/04/2019

Delivery date 16/04/2019

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
Dartford A5 Notebook - Black	300	1.39	417.00

Reprint of P09284-13326. Printed 1 Colour (White) to 1 Position as per
#TeamWarwick artwork.
Bulk packed and delivered

Please send a PDF proof

Box Labels

Company: University of Warwick

FAO: Emma Hooton

Product: Dartford A5 Notebook - Black

Quantity: 300

Box 1 of (Please amend accordingly) Premier Print and Promotions LTD

Origination

Carriage

1 17.00 17.00

1 40.00 40.00

Subtotal 474.00

VAT 20% 94.80

Total 568.80

Our Reference

Please note our PO number: "13891-19529", 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