

# Purchase Order

**Supplier Address**

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

**Delivery Address**

Tomas Harold  
Ricardo AEA  
Gemini Building  
Fermi Avenue  
Harwell  
Oxon  
OX11 0QR  
United Kingdom

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**Purchase Order No.** 14063-19707

**Date** 13/04/2019

**Delivery date** 02/05/2019

**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 Zipped Folder - Black	140	4.50	630.00

Printed 1 colour (silver) to 1 position as per Hazmant artwork. Zipped folder with USB holders and 20 page recycled paper notepad.  
Bulk packed and delivered.

Please send a PDF proof

Box Labels

Company: Ricardo AEA

FAO: Tomas Harold

Product: Hazmant Dartford A4 Zipped Folder - Black

Quantity: 140

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

Origination	1	25.00	25.00
Carriage	1	35.00	35.00

**Subtotal** 690.00

VAT 20% 138.00

**Total** 828.00

**Our Reference**

Please note our PO number: "14063-19707", 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