

# Purchase Order

**Supplier Address**

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

**Delivery Address**

L Wallington  
Grimston House  
University of York  
Heslington  
York  
YO10 5DD  
United Kingdom

Page

1/1

**Purchase Order No.** 14311-20111

**Date** 07/05/2019

**Delivery date** 17/05/2019 \*\* 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
<b>Knowlton Delegate Bag</b>	60	3.40	204.00

Digitally Printed to 1 Position as per the 'Zurich & NUIG 2019' artwork provided. Black Bag.

REACH Compliant Budget Conference & Meeting Bag. Made From 300x250d Polyester with 190t Polyester Lining. Handy Pockets, Carry Handle & Shoulder Strap. Bulk packed and delivered.

\*\* NO FAIL DELIVERY 17TH MAY \*\*

\*\*PLEASE SEND PDF PROOF ASAP\*\*

Box Label:

Company: University of York

FAO: L Wallington

Product: Knowlton Delegate Bag

Quantity: 60

Box of (please detail):

PREMIER PRINT AND PROMOTIONS

Origination	1	25.00	25.00
Carriage	1	11.00	11.00

**Subtotal** 240.00

VAT 20% 48.00

**Total** 288.00

**Our Reference**

Please note our PO number: "14311-20111", 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