

Purchase Order

Supplier Address

Melanie Lee
Bagco Ltd
Unit 3, Churchill Court
Hortons Way
Westerham
TN16 1BT
United Kingdom

Delivery Address

Tracey Townsend
Smith and Williamson (PP)
9 Colmore Row
Birmingham
B3 2BJ
United Kingdom

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Purchase Order No. 14841-20826
Date 11/06/2019
Delivery date 25/06/2019

Order Administrator Martin Travell
Telephone +44-1376-574683
E-mail martin@premierpandp.com

Dear Melanie,

We would like to order the following:

Product Description	Quantity	Unit price	Subtotal
B1886 - Goudhurst A4 Zipfolio in Black	10	9.45	94.50

Direct To Product Digital UV Print to 1 position on the front as per Smith and Williamson artwork.
New A4 Zip Folder Made From Bonded Leather with 210d Polyester Internal Layout.
Item Includes Framed Elastic Card & Tidy Pockets & 20 Page Recycled Lined Note Pad.
Bulk packed and delivered.

Please send a PDF proof for approval ASAP.

Box labels:

Company: Smith and Williamson
FAO: Tracey Townsend
Product: Conference Folders
Quantity: 10
Box 1 of (please amend accordingly)
Premier Print and Promotions Ltd

Origination	1	25.00	25.00
Carriage	1	10.00	10.00

Subtotal	129.50
VAT 20%	25.90
Total	155.40

Our Reference Please note our PO number: "14841-20826", 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