

# Purchase Order

**Supplier Address**

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

**Delivery Address**

Julie Payne  
SES (Engineering Services) (PP)  
Moorside  
Monks Cross Drive  
York  
YO32 9LB  
United Kingdom

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**Purchase Order No.** 15663-21920

**Date** 13/08/2019

**Delivery date** 19/08/2019 \*\* NO FAIL \*\*

**Order Administrator**

**E-mail**

Bryony Gildersleeves

bryony@premierpandp.com

Dear Melanie,

We would like to order the following:

Product Description	Quantity	Unit price	Subtotal
Eynsford Drawstring Backpack Rucksack In White.	50	1.58	79.00

REPRINT OF 12399. Printed full colour (UV Transfer) as per previous SES artwork.  
210D Nylon Look Polyester with PU Backing. REACH Compliant. Features Metal  
Eyelets & Reinforced PU Corners.  
Bulk packed and delivered.

\*\* NO FAIL 19/08 DELIVERY AM MORNING \*\*

Please send a PDF proof for approval ASAP.

Box labels:

Company: SES (Engineering Services)  
Customer Reference: 0130 - Julie Payne  
Product: Drawstring Bags  
Quantity: 50  
Box 1 of (please amend accordingly)  
Premier Print and Promotions Ltd

Origination	1	15.00	15.00
Pre-12 Carriage	1	16.00	16.00

**Subtotal** 110.00

VAT 20% 22.00

**Total** 132.00

**Our Reference**

Please note our PO number: "15663-21920", 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 bryony@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