

# Purchase Order

**Supplier Address**

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

**Delivery Address**

Cameron Stone  
Crown Agents (PP)  
7th Floor  
Blue Fin Building  
110 Southwark Street  
London  
SE1 0SU  
United Kingdom

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**Purchase Order No.** 15494-22146

**Date** 28/08/2019

**Delivery date** 13/09/2019

**Order Administrator**

Emma-Jade Hodge

**E-mail**

emma-jade@premierpandp.com

Dear Melanie,

We would like to order the following:

Product Description	Quantity	Unit price	Subtotal
<b>Dartford A4 Zip Ring Binder.</b>	250	6.14	1,535.00

Reprint of P014147-19832.

Printed Digitally UV Trasfer to 1 Position as per the 'Crown Agents' artwork provided.

Lightly Grained REACH Compliant PU. Complete with USB Holder, 4 Ring Binder & 20

Page Recycled Pad. REACH Compliant.

Bulk packed and delivered.

Please send PDF proof ASAP.

Box Label:

Company: Crown Agents

FAO: Cameron Stone

Product: Crown Agents Dartford A4 Zip Ring Binder

Quantity: 250

Box of (please detail):

PREMIER PRINT AND PROMOTIONS LTD

Origination

1

15.00

15.00

Carriage

1

65.00

65.00

**Subtotal** 1,615.00

VAT 20% 323.00

**Total** 1,938.00

**Our Reference**

Please note our PO number: "15494-22146", 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