

Purchase Order

Supplier Address

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

Delivery Address

Simone Douglas-Knights
PLEASE SEE ORDER DETAILS.
United Kingdom

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Purchase Order No. 16346-22895

Date 02/10/2019

Delivery date 16/10/2019

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
Bickley Exhibition Bag In Black.	100	3.35	335.00

Reprint of 15375.

Printed 1 colour (white) to 1 position with Crown Agents artwork.

600D REACH Compliant Polyester. Features Zip Front Pocket, Carry Handle & Shoulder Strap.

Bulk packed and delivered.

****DELIVERY TO THE BELOW ADDRESS ASAP****

Simone Douglas - Knights
Crown Agents
7th Floor
Blue Fin Building
110 Southwark Street
London
SE1 0SU

Please send a PDF proof for approval ASAP.

Box labels:

Company: Crown Agents
Customer Reference: Simone Douglas-Knights
Product: Bickley Exhibition Bag In Black.
Quantity: 100
Box 1 of (please amend accordingly)
Premier Print and Promotions Ltd

Origination	1	17.00	17.00
Carriage	1	16.00	16.00

Subtotal 368.00

VAT 20% 73.60

Total 441.60

We would like to order the following:

Product Description	Quantity	Unit price	Subtotal
Our Reference	Please note our PO number: "16346-22895", 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