

Purchase Order

Supplier Address

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

Delivery Address

Courtney Keam
Paul Hastings (Europe) LLP
100 Bishopsgate
London
EC2N 4AG
United Kingdom

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Purchase Order No. 16361-23214**Date** 18/10/2019**Delivery date** 31/10/2019**Order Administrator**

Bryony Gildersleeves

E-mail

bryony@premierpandp.com

Dear Melanie,

We would like to order the following:

Product Description	Quantity	Unit price	Subtotal
Groomsbridge 10oz Cotton Canvas Tote With Gusset in Black	250	1.69	422.50

Screen printed 1 colour (White) to 1 side as per Paul Hastings artwork.
Durable Canvas gusseted Tote Shopper bag, ideal for shows and exhibitions. Made from all natural environmentally friendly 10oz (280gsm) cotton canvas.
(H)39.5 x (W)31 x (D)11cm.
Bulk packed and delivered.

Please send a PDF proof for approval ASAP.

Box labels:

Company: Paul Hastings
FAO: Courtney Keam
Product: Black Cotton Shoppers
Quantity: 250
Box 1 of (please amend accordingly)
Premier Print and Promotions Ltd

Origination	1	25.00	25.00
Carriage	1	19.00	19.00

Subtotal 466.50

VAT 20% 93.30

Total 559.80**Our Reference**

Please note our PO number: "16361-23214", 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