

# Purchase Order

**Supplier Address**

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

**Delivery Address**

Charlotte Sutherland  
BSY Group  
Oakwood Dunsland Cross,  
Dunsland Cross  
Devon  
EX22 7YT  
United Kingdom

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**Purchase Order No.** 16669-23269

**Date** 22/10/2019

**Delivery date** 25/10/2019

**Order Administrator**

**E-mail**

Bryony Gildersleeves

bryony@premierpandp.com

Dear Melanie,

We would like to order the following:

Product Description	Quantity	Unit price	Subtotal
<b>Dartford A4 Zipped Folder</b>	100	4.15	415.00

Plain stock.

Zipped budget imitation leather folder made from lightly grained REACH compliant PVC with USB holders and 20 page recycled paper notepad.

Bulk packed and delivered.

Please send a PDF proof for approval ASAP.

Box labels:

Company: BSY Group

Customer Reference: CH180919

Product: Dartford A4 Zipped Folder

Quantity: 100

Box 1 of (please amend accordingly)

Premier Print and Promotions Ltd

Origination

Carriage

1 0.00 0.00

1 26.00 26.00

**Subtotal** 441.00

VAT 20% 88.20

**Total** 529.20

**Our Reference**

Please note our PO number: "16669-23269", 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