

Purchase Order

Supplier Address

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

Delivery Address

Declan Kinsella
E-Days Absence Management Ltd
6 Canal Street
Canalside House
Nottingham
NG1 7EH
United Kingdom

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Purchase Order No. 16673-23303

Date 23/10/2019

Delivery date 06/11/2019 ** 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
Chatham Gift Bag In Black	100	0.60	60.00

Printed 1 colour (white) to 1 side as per e-days artwork.
Bulk packed and delivered.

NO FAIL 06/11 DELIVERY

Please send a PDF proof for approval ASAP.

Box labels:

Company: E-Days Absence Management Ltd
FAO: Declan Kinsella
Product: Chatham Bags
Quantity: 100
Box 1 of (please amend accordingly)
Premier Print and Promotions Ltd

Origination	1	25.00	25.00
Carriage	1	10.00	10.00

Subtotal 95.00

VAT 20% 19.00

Total 114.00

Our Reference

Please note our PO number: "16673-23303", 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