

# Purchase Order

**Supplier Address**

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

**Delivery Address**

Simone Douglas-Knights  
Crown Agents (PP)  
7th Floor  
Blue Fin Building  
110 Southwark Street  
London  
SE1 0SU  
United Kingdom

Page

1/1

**Purchase Order No.** 16992-23699

**Date** 13/11/2019

**Delivery date** 25/11/2019 \*\* NO FAIL \*\*

**Order Administrator**

**E-mail**

Emma-Jade Hodge

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 16346-22895.

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.

Please send a PDF proof for approval ASAP.

Box labels:

Company: Crown Agents

Customer Reference: Simone Douglas-Knights

Product: Bickley Exhibition Bags

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

**Our Reference**

Please note our PO number: "16992-23699", 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