

# Purchase Order

**Supplier Address**

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

**Delivery Address**

Order Acknowledgements  
ToolStation Limited  
Unit 2 Express Park  
Bristol Road  
TA6 4RN  
United Kingdom

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**Purchase Order No.** 17563-24544**Date** 17/01/2020**Delivery date** 28/01/2020 \*\* NO FAIL \*\***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
<b>Eynsford Drawstring Backpack Rucksack In Royal Blue</b>	10	11.18	111.80
Printed 3 colours (108c, 2347c & White) as per Tool Station artwork			
Royal Blue bag			
210D Nylon Look Polyester with PU Backing. REACH Compliant. Features Metal			
Eyelets & Reinforced PU Corners.			
Bulk packed and delivered			

Please send a PDF proof for approval ASAP.

Box labels:

Company: Lyreco

Customer Reference: 4501155674

Product: Eynsford Drawstring Backpack Rucksack In Royal Blue

Quantity: 10

Box 1 of (please amend accordingly)

Premier Print and Promotions Ltd

Origination	1	75.00	75.00
Carriage	1	10.00	10.00

**Subtotal** 196.80

VAT 20% 39.36

**Total** 236.16**Our Reference**

Please note our PO number: "17563-24544", 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