

Purchase Order

Supplier Address

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

Delivery Address

Shanti Marsh
TRM Partners
51 - 52 Frith Street
W1D 4SH
United Kingdom

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Purchase Order No. 17598-24618

Date 21/01/2020

Delivery date 03/02/2020 ** 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
Sandgate Natural 7oz Cotton Tote	30	2.09	62.70

Digital transfer to one side as per Koh Samui artwork.
Bulk packed and delivered.

NO FAIL 03/02 DELIVERY OR EARLIER IF YOU CAN PLEASE

Please send a PDF proof for approval ASAP.

Box labels:

Company: TRM Partners
FAO: Shanti Marsh
Product: Cotton Tote Bags
Quantity: 30
Box 1 of (please amend accordingly)
Premier Print and Promotions Ltd

Origination	1	25.00	25.00
Carriage	1	10.00	10.00

Subtotal 97.70

VAT 20% 19.54

Total 117.24

Our Reference

Please note our PO number: "17598-24618", 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