

# Purchase Order

**Supplier Address**

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

**Delivery Address**

Jane Dibble  
Inntel Limited  
Inntel House  
Threshelfords Business Park  
Inworth Road  
Colchester, Essex  
CO5 9SE  
United Kingdom

Page

1/1

**Purchase Order No.** 17852-24912

**Date** 11/02/2020

**Delivery date** 21/02/2020 \*\* 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
<b>Snowdown Cotton Shopper Tote Bag Collection - Purple</b>	100	1.24	124.00
Printed 1 Colour ( WHITE ) to both sides as per the " Inntel " artwork supplied. 3oz, 105gsm Natural Cotton Shopper Tote Bag with Long Handles IN PURPLE. Bulk packed and delivered			

\*\*NO FAIL DELIVERY 21/02\*\*

Please send a PDF proof ASAP for approval.

Box Labels:

Company: Inntel Limited  
Customer Reference: Jane Dibble  
Product: Snowdown Cotton Shopper Tote Bag Collection.  
Quantity: 100  
Box 1 of (Please amend accordingly)  
Premier Print and Promotions LTD

Origination	1	25.00	25.00
Carriage	1	12.00	12.00

**Subtotal** 161.00

VAT 20% 32.20

**Total** 193.20

**Our Reference**

Please note our PO number: "17852-24912", 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