

Purchase Order

Supplier Address

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

Delivery Address

Julie Humphreys
Bates Office Services Ltd
Unit A1-A4, Knights Park Industrial Estate
Knight Road
Rochester
ME2 2LS
United Kingdom

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Purchase Order No. 17845-24965**Date** 13/02/2020**Delivery date** 27/02/2020**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
Pembury A4 Zipfolio	35	7.20	252.00

Printed 1 Colour (White) to 1 Position (Direct To Product Digital UV Print) as per the 'Gleeds' artwork provided.

Reach Compliant Zip Imitation Leather Oversized A4 Folder Made From Lightly

Grained High Grade PU

Supplied with 20 Page Recycled Paper Note Pad & Stylish Contemporary Organizer Section.

Bulk packed and delivered.

****PLEASE SEND PDF PROOF ASAP****

Box Label:

Company: Bates Office Services Limited

FAO: Julie Humphreys

Product: Pembury A4 Zipfolio - Gleeds

Quantity: 35

Box of (please detail):

Origination	1	25.00	25.00
Carriage	1	15.00	15.00

Subtotal 292.00

VAT 20% 58.40

Total 350.40**Our Reference**

Please note our PO number: "17845-24965", 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