

Purchase Order

Supplier Address

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

Delivery Address

Suzanne Battey
Eunisure Limited
Unit 3: Newmarket House
99 Fordham Road
Snailwell
CB8 7NB
United Kingdom

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Purchase Order No. 18270-25538**Date** 18/03/2020**Delivery date** 02/04/2020**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
Dartford A4 Zip Ring Binder in Black	200	6.20	1,240.00

Reprint of 16707-23319

Direct to product digital UV print (1 spot colour design, White) to 1 position as per

Eunisure artwork

Black

Lightly Grained REACH Compliant PU.

Complete with USB Holder, 4 Ring Binder & 20 Page Recycled Pad.

Bulk packed and delivered.

Please send a PDF proof for approval ASAP.

Box labels:

Company: Lyreco

Customer Reference: 4501177306

Product: Dartford A4 Zip Ring Binder in Black

Product code: 82.637.392

Quantity: 200

Box 1 of (please amend accordingly)

Origination

Carriage

1

15.00

15.00

1

53.00

53.00

Total 1,308.00**Delivery terms**

Neutral

Our Reference

Please note our PO number: "18270-25538", 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