

Purchase Order

Supplier Address

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

Delivery Address

Andy Cosias
18 Recruitment Ltd
Kings House
101-135 Kings Road
Brentwood
Essex
CM14 4DR
United Kingdom

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Purchase Order No. 18743-26269
Date 20/07/2020
Delivery date 31/07/2020

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
Broadstairs' A5 Kraft Paper Notebook	300	1.53	459.00

Printed Direct To Product Digital UV Print (Pantone 137c & Black) (2 spot colours design only - NO metallic inks) 1 Position(s) as per 18 REC artwork
Eco notebook with Kraft paper cover with Black elastic closure, elastic pen loop and ribbon.
Recycled paper with 100 sheets of 70gsm pages.
Bulk packed and delivered.

Please send a PDF proof for approval ASAP.

Box labels:

Company: 18 Recruitment Ltd
Customer Reference: Andy Cosias
Product: Broadstairs' A5 Kraft Paper Notebook
Quantity: 300
Box 1 of (please amend accordingly)
Premier Print and Promotions Ltd

Origination	1	0.00	0.00
Carriage	1	34.00	34.00

Total 493.00

Our Reference Please note our PO number: "18743-26269", 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