

Purchase Order

Supplier Address

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

Delivery Address

Chris Strange
Genie Printing & Mailing Ltd
86 Barford Street
Digbeth
Birmingham
B5 6AH
United Kingdom

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Purchase Order No. 18816-26324

Date 27/07/2020

Delivery date 10/08/2020

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 4 Ring Zipfolio In Black	25	11.75	293.75

Printed full colour UV print to the front cover as per LM artwork.
Reach Compliant Zip Imitation Leather A4 4-ring Binder. Made From Lightly Grained
High Grade P. U. Supplied with 20 Page Recycled Paper Note Pad & Stylish
Contemporary Organizer Section.
Bulk packed and delivered.

Please send a PDF proof for approval ASAP.

Box labels:

Company: Genie Printing & Mailing Ltd
Customer Reference: Chris Strange
Product: Pembury 4 Ring Zipfolio In Black
Quantity: 25
Box 1 of (please amend accordingly)

Origination	1	25.00	25.00
Carriage	1	13.00	13.00

Total 331.75

Our Reference

Please note our PO number: "18816-26324", 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