

Purchase Order

Supplier Address

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

Delivery Address

Amanda Speirs
VolkerWessels UK
Hertford Road
Hoddesdon
Herts
EN11 9BX
United Kingdom

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Purchase Order No. 18916-26479

Date 20/08/2020

Delivery date 04/09/2020

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	10.43	260.75

Blind embossed to the front cover as per LDP VolkerWessels artwork. Reach compliant PU A4 Zipped Ring Binder folder with a contemporary interior design. Organiser section, with touch phone pouch and side slip pocket. Lined note pad with 20 sheets of recycled paper and removable 4 ring binder with 25mm O rings included. Zip around closure. Bulk packed and delivered.

Please send a PDF proof

Box Labels

Company: VolkerWessels UK

Customer Reference: 235-

Product: VolkerWessels UK Pembury 4 Ring Zipfolio In Black

Quantity: 25

Box 1 of (Please amend accordingly) Premier Print and Promotions LTD

Origination	1	37.50	37.50
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Carriage	1	14.00	14.00
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Total 312.25

Our Reference

Please note our PO number: "18916-26479", 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