

Purchase Order

Supplier Address

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

Delivery Address

KAREN BAIN
SAICA FLEX UK LTD
3RD FLOOR
144 MANCHESTER ROAD
CARRINGTON
MANCHESTER
M31 4QN
United Kingdom

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Purchase Order No. 19060-26656
Date 15/09/2020
Delivery date 28/09/2020

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
Dartford A4 Zipped Folder with Calculator	30	9.27	278.10

Direct to product digital UV print to 1 position as per Saicaflex artwork.
Zipped budget imitation leather folder made from lightly grained REACH compliant
PVC with USB holder calculator and 20 page recycled paper notepad.
Bulk packed and delivered.

PLEASE SEND WITH LYRECO DIRECT DELIVERY NOTE.

Please send a PDF proof for approval ASAP.

Box labels:

Company: SAICA FLEX UK LTD
Customer Reference: 4501227939
Product: Conference Folders
Quantity: 30
Box 1 of (please amend accordingly)

Origination	1	25.00	25.00
Carriage	1	13.00	13.00

Total 316.10

Our Reference Please note our PO number: "19060-26656", 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