

Purchase Order

Supplier Address

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

Delivery Address

Kevin Cody
Radius (I.B.) Ltd
40 Northfield
Swanland
East Yorkshire
HU14 3RB
United Kingdom

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Purchase Order No. 19300-26976

Date 21/10/2020

Delivery date 04/11/2020

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 - Black	10	7.65	76.50

Printed 1 colour (white) to 1 position on the front cover as per Radius Insurance Brokers artwork. Zipped budget A4 folder made from lightly grained REACH compliant PVC. USB holder, pen loop and 20 page recycled lined paper notepad included. Bulk packed and delivered.

Please send a PDF proof

Box Labels

Company: Radius (I.B.) Ltd

Customer Reference: Kevin Cody

Product: Radius Insurance Brokers Dartford A4 Zipped Folder - Black

Quantity: 10

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

Origination	1	25.00	25.00
Carriage	1	10.00	10.00

Total 111.50

Our Reference

Please note our PO number: "19300-26976", 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