

# Purchase Order

**Supplier Address**

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

**Delivery Address**

Cedric Bloch  
Brigit's Afternoon Tea Ltd (PP)  
24 Raymouth Road  
London  
SE16 2DB  
United Kingdom

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**Purchase Order No.** 19386-27088

**Date** 04/11/2020

**Delivery date** 06/11/2020

**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
Tonbridge 6 Can Cooler in White	1000	1.12	1,120.00
PLAIN STOCK. Bulk packed and delivered.			
Box labels:			
Company: Brigit's Afternoon Tea Ltd Customer Reference: Cedric Bloch Product: Can Cooler Bags Quantity: 1000 Box 1 of (please amend accordingly) Premier Print and Promotions Ltd			
Origination	1	0.00	0.00
Carriage	1	25.00	25.00

**Total** 1,145.00

**Our Reference**

Please note our PO number: "19386-27088", 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