

# Purchase Order

**Supplier Address**

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

**Delivery Address**

Order Acknowledgements  
Lyreco (PP)  
Deer Park Court  
Donnington Wood  
Telford  
TF2 7NB  
United Kingdom

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**Purchase Order No.** 19510-27265

**Date** 24/11/2020

**Delivery date** 04/12/2020

**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
<b>Eynsford' Drawstring Bag</b>	1000	1.28	1,280.00
Reprint of 17563-24544 Printed 3 colours (108c, 2347c & White) as per Tool Station artwork Royal Blue bag 210D Nylon Look Polyester with PU Backing. REACH Compliant. Features Metal Eyelets & Reinforced PU Corners. Bulk packed and delivered			

Please send a PDF proof for approval ASAP.

Box labels:

Company: Lyreco  
Customer Reference: 4501252537  
Product: Eynsford' Drawstring Bag  
Product code: 12.631.171  
Quantity: 1000  
Box 1 of (please amend accordingly)  
Premier Print and Promotions Ltd

Origination	1	75.00	75.00
Carriage	1	25.00	25.00

**Total** 1,380.00

**Our Reference**

Please note our PO number: "19510-27265", 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