

Purchase Order

Supplier Address

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

Delivery Address

Michael Eardley
Shropshire Printing
35 Winrush Close
Lower Gornal
DY3 2NE
United Kingdom

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Purchase Order No. 20111-28217

Date 25/03/2021

Delivery date 08/04/2021

Order Administrator

E-mail

Bryony Gildersleeves

bryony@premierpandp.com

Dear Melanie,

We would like to order the following:

Product Description	Quantity	Unit price	Subtotal
Goudhurst A4 Leather Zipped Conference Folder Black	25	7.35	183.75

Direct To Product Digital UV Print (1 spot colour design only - pantone 887) A4 zipped folder made from bonded leather with 210d polyester internal layout. Item includes framed elastic card and tidy pockets and a 20 page recycled lined notepad. Bulk packed and delivered.

Please send a PDF proof for approval ASAP.

Box Labels:

Company Name: Shropshire Printing

Reference: BER 33628

Product: Folders

Qty: 25

Box 1 of (supplier to fill out)

send under plain cover.

Origination	1	25.00	25.00
Carriage	1	10.00	10.00

Total 218.75

Our Reference

Please note our PO number: "20111-28217", 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 bryony@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