

# Purchase Order

**Supplier Address**

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

**Delivery Address**

Danielle Lamb  
SPLIT DELIVERY AS BELOW  
United Kingdom

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**Purchase Order No.** 20168-28298

**Date** 09/04/2021

**Delivery date** 23/04/2021

**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>Broadstairs' A5 Kraft Paper Notebook</b>	300	1.53	459.00

REPRINT- 18743

Printed Direct To Product Digital UV Print (Pantone 137c & Black) (2 spot colours design only - NO metallic inks) 1 Position(s) as per 18 REC artwork

Eco notebook with Kraft paper cover with Black elastic closure, elastic pen loop and ribbon.

Recycled paper with 100 sheets of 70gsm pages.

Bulk packed and delivered to two addresses as below- x 150 to each address:

.  
Danielle Lamb  
18 Recruitment  
Suite 107  
Dallam Court  
Dallam Lane  
Warrington  
WA2 7LT

.  
Joe Furzer  
18 Recruitment  
Kings House  
Create Business Hub  
101 - 135 Kings Road  
Brentwood  
Essex  
CM14 4DR

Please send a PDF proof for approval ASAP.

Box labels:

Company: 18 Recruitment Ltd  
Product: Broadstairs' A5 Kraft Paper Notebook  
Quantity: 150  
Box 1 of (please amend accordingly)  
Premier Print and Promotions Ltd

Origination	1	15.00	15.00
Carriage	1	42.00	42.00

We would like to order the following:

Product Description		Quantity	Unit price	Subtotal
			Total	516.00
Delivery terms	Happy			
Our Reference	Please note our PO number: "20168-28298", 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](mailto: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