

Purchase Order

Premier.

promotional-gifts.com

Supplier Address

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

Delivery Address

Sally McKendrick
B911, Tropical Medicine - Peter Medawar Building
University of Oxford
Peter Medawar Building for Pathogen Research
South Parks Rd
Oxford
OX1 3SY
United Kingdom

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Purchase Order No. 21475-30288

Date 08/10/2021

Delivery date 27/10/2021

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
Faversham Laptop Backpack Rucksack Blue Navy	30	13.52	405.60

Printed 1 colour (White) to 1 position as per University of Oxford artwork
Blue Navy
Bulk packed and delivered.

Please send a PDF proof for approval ASAP.

Box labels:

Company: University of Oxford
Customer Reference: B92017595
Product: Faversham Laptop Backpack Rucksack Blue Navy
Quantity: 30
Box 1 of (please amend accordingly)
Premier Print and Promotions Ltd

Origination	1	25.00	25.00
Carriage	1	15.00	15.00

Total 445.60

Our Reference

Please note our PO number: "21475-30288", 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