

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

Nikki Brooks
Premier Print & Promotions Ltd
Premier House
Threshelfords Business Park
Inworth Road, Feering
Essex
CO5 9SE
United Kingdom

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Purchase Order No. 21621-30575

Date 03/11/2021

Delivery date 17/11/2021

Order Administrator
E-mail

Emma-Jade Hodge
emma-jade@premierpandp.com

Dear Melanie,

We would like to order the following:

Product Description	Quantity	Unit price	Subtotal
Broadstairs' A5 Kraft Paper Notebook - Black Strap	200	1.75	350.00

Printed 2 colours (Black & 7426) to 1 side as per Nottingham Law School artwork.
A5 Natural recycled Notebook with coloured bookmark + elastic Lined paper - 100 sheets.
Bulk packed and delivered.

Please send a PDF proof for approval ASAP.

Box labels:

Company: Nottingham Trent University
Customer Reference: Carole Vaughn
Product: A5 Natural recycled Notebook
Quantity: 200
Box 1 of (please amend accordingly)
Premier Print and Promotions Ltd

Origination	1	25.00	25.00
Carriage	1	27.00	27.00

Total 402.00

Our Reference

Please note our PO number: "21621-30575", 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