

# 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**

Tracie Gale  
EXPEDITORS INTERNATIONAL (UK) LTD  
1 ASCOT ROAD  
BEDFONT  
MIDDLESEX  
TW14 8QH  
United Kingdom

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**Purchase Order No.** 21937-31026

**Date** 03/12/2021

**Delivery date** 16/12/2021

**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>Black Sandgate 7oz Cotton Tote Bag</b>	200	1.92	384.00

Screen printed 2 colours (White and red 185) to 1 position as per Expeditors logo.  
Tote Shopper made from quality 7oz (200gsm) cotton canvas with long handles. Bulk packed and delivered.

Please send a PDF proof ASAP for approval.

NO FAIL DATE.

Please send the attached delivery note with the order.

Box labels:

Comapny Name: Expeditors

Product: Bags

Qty: 200

Box 1 of xxx

Origination

Carriage

1	50.00	50.00
1	13.00	13.00

**Total** 447.00

**Our Reference**

Please note our PO number: "21937-31026", 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