

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

Elliot Sampson
The Branding Lab
Unit 8E Maybrook Business Park
Maybrook Road
Minworth
Sutton Coldfield
B76 1AL
United Kingdom

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Purchase Order No. 22359-31709

Date 16/02/2022

Delivery date **18/02/2022 ** NO FAIL ****

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 - Navy	101	1.10	111.10
Plain Stock. Bulk packed and delivered.			

PLEASE SEND ASAP.

Box labels:

Company: Munich Re UK Services Limited
Customer Reference: 22359
Product: Broadstairs' A5 Kraft Paper Notebook
Quantity: 100
Box 1 of (please amend accordingly)
Premier Print and Promotions Ltd

Carriage	1	17.00	17.00
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Total 128.10

Our Reference

Please note our PO number: "22359-31709", 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