

# 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

Maria Stearn  
Ricardo Energy & Environment  
The Gemini Building  
Fermi Avenue  
Harwell Oxford  
Didcot  
OX11 0QR  
United Kingdom

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Purchase Order No. 23024-32864

Date 25/04/2022

Delivery date **10/05/2022 \*\* NO FAIL \*\***

Order Administrator

Bryony Gildersleeves

E-mail

bryony@premierpandp.com

Dear Melanie,

We would like to order the following:

Product Description	Quantity	Unit price	Subtotal
Pembury A5 Zipfolio In Black	150	3.50	525.00

UV printed 1 colour (422c) to the front cover as per Hazmat artwork.  
Bulk packed and delivered.

STOCK IS CURRENTLY ON RESERVE.

\*NO FAIL DELVIERY 10/05 AGREED WITH MATT READ\*

Please send a PDF proof for approval ASAP.

Box labels:

Company: Ricardo Energy & Environment

FAO: Maria Stearn

Product: Hazmat Conference Folders

Quantity: 150

Box 1 of (please amend accordingly)

Premier Print and Promotions Ltd

Origination	1	25.00	25.00
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Carriage	1	28.00	28.00
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Total 578.00

Our Reference

Please note our PO number: "23024-32864", 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 bryony@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