

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

SEE ORDER DETAILS
United Kingdom

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Purchase Order No.

23536-33762

Date

09/06/2022

Delivery date

01/07/2022 ** NO FAIL **

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 |
|--|----------|------------|----------|
| Recycled Seabrook 5oz Recycled Cotton Tote - Black | 400 | 1.13 | 452.00 |

Printed 1 colour (white) to both sides, same design as per HSB artwork.
Bulk packed and delivered.

STOCK IS CURRENTLY ON RESERVE FOR CHARLIE FRUIN.

* NO FAIL DELIVERY 01/07 - PLEASE DO NOT SEND EARLIER *

SPLIT BETWEEN 2x ADDRESSES AS PER THE BELOW:

300 QTY
NO FAIL DELIVERY 1ST JULY TO:
FAO Lucy Smith & Hayley Hardy
C/O – Carly Watson HSB
HSB Conference 3rd-7th July
Holywell Park Conference Centre
Holywell Way
Loughborough University Science and Enterprise Park
Loughborough
LE11 3GR
Tel: 07976896936

PLEASE LABEL EACH BOX WITH: FAO Lucy Smith & Hayley Hardy, C/O Carly Watson
HSB, HSB Conference 3rd-7th July

100 QTY
Carly Watson
HSB/MUNICH RE/WEWORK
12th Floor
10 Fenchurch Ave
London EC3M 5BN
Tel: 07951383191

Please send a PDF proof for approval ASAP.

Box labels:

Company: HSB Engineering Insurance Ltd
Product: HSB Bags
Quantity: (please amend accordingly)
Box 1 of (please amend accordingly)

| | | | |
|-------------|---|-------|--------|
| Origination | 1 | 25.00 | 25.00 |
| Carriage | 1 | 35.00 | 35.00 |
| Total | | | 512.00 |

We would like to order the following:

| Product Description | Quantity | Unit price | Subtotal |
|---------------------|--|------------|----------|
| Our Reference | Please note our PO number: "23536-33762", 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