

# Purchase Order



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## Supplier Address

Melanie Lee  
Bagco Ltd  
Unit 3, Churchill Court  
Hortons Way  
Westerham  
TN16 1BT  
United Kingdom

## Delivery Address

Angela Harvey  
7 Darwin Drive  
Biggleswade  
Bedfordshire  
SG18 8GD  
United Kingdom

Page

1/1

**Purchase Order No.** 24405-35353

**Date** 12/09/2022

**Delivery date** 22/09/2022

**Order Administrator**

Bryony Gildersleeves

**E-mail**

bryony@premierpandp.com

Dear Melanie,

We would like to order the following:

Product Description	Quantity	Unit price	Subtotal
<b>Downswood A5 Cotton Notebook - Black</b>	100	1.90	190.00
Printed 2 colour (3005c & 367c) as per Nurture Education artwork A5 Eco notebook with a 3oz natural cotton cover. Black ribbon and black elastic closure and pen loop. 80 lined recycled 70gsm cream paper pages. Bulk packed and delivered			
Please send a PDF proof ASAP for approval.			
Box Labels			
Company: Nurture Education Customer Reference: Angela Harvey Product: Notebook Quantity: 100 Box 1 of (please amend accordingly) Premier Print and Promotions LTD			
Origination	1	50.00	50.00
Carriage	1	15.00	15.00
<b>Total</b>			<b>255.00</b>

## Our Reference

Please note our PO number: "24405-35353", 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