

# 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

NDM Operations  
C102, IHTM - Peter Medawar Building  
University of Oxford  
Peter Medawar Building for Pathogen Research  
South Parks Road  
Oxford  
OX1 3SY  
United Kingdom

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Purchase Order No. 24486-35399

Date 15/09/2022

Delivery date **30/09/2022 \*\* 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
Faversham Laptop Backpack Rucksack Blue Navy	30	17.50	525.00

Printed 1 colour (White) to 1 position as per University of Oxford artwork. Sturdy laptop backpack (for screens up to 15.4" size) made from REACH compliant 600x300d polyester. Includes zipped front and main compartments with padded section for storing device, organiser section in front zipped pocket, earphone outlet, adjustable padded shoulder straps and curved rubberized handle.  
Bulk packed and delivered.

Please send a PDF proof for approval ASAP.

Box labels:

Company: University of Oxford  
Customer Reference: C12000224  
Product: Faversham Laptop Backpack Rucksack Blue Navy  
Quantity: 30  
Box 1 of (please amend accordingly)  
Premier Print and Promotions Ltd

Origination	1	25.00	25.00
Carriage	1	14.00	14.00

Total 564.00

Our Reference

Please note our PO number: "24486-35399", 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