

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

Joanna Morrison
St Albans School
Abbey Gateway
St Albans
Hertfordshire
AL3 4HB
United Kingdom

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Purchase Order No. 24484-35515

Date 22/09/2022

Delivery date 04/10/2022

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
Sandgate 7oz Cotton Canvas Tote in Navy	1000	1.83	1,830.00

1 colour print (White) to 1 position as per St Albans School artwork

Navy

225gsm 7oz Cotton Canvas Tote Shopper Non Gusseted Bag with Long Handles.

Bulk pack and delivered.

Please send a PDF proof for approval ASAP.

Box labels:

Company: St Albans School

Customer Reference: Joanna Morrison

Product: Sandgate 7oz Cotton Canvas Tote in Navy

Quantity: 1000

Box 1 of (please amend accordingly)

Premier Print and Promotions Ltd

Origination

1

25.00

25.00

Carriage

1

46.00

46.00

Total 1,901.00

Our Reference

Please note our PO number: "24484-35515", 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