

# 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

Shivani Jeyapalan  
Milbank LLP  
100 Liverpool Street  
London  
EC2M 2AT  
United Kingdom

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Purchase Order No. 26027-37940  
Date 24/02/2023  
Delivery date 10/03/2023 \*\* 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
Broadstairs' A5 Kraft Paper Notebook Black	50	2.05	102.50
Printed 1 colour (1945c) to 1 position as per Milbank artwork Bulk packed and delivered.			
*NO FAIL DELIVER 10.03*			
Please send a PDF proof ASAP for approval.			
Box Labels			
Company: Milbank Customer Reference: Shivani Jeyapalan Product: A5 notebooks Quantity:50 Box 1 of (please amend accordingly) Premier Print and Promotions LTD			
Origination	1	25.00	25.00
Carriage	1	11.00	11.00

Total 138.50

Our Reference Please note our PO number: "26027-37940", 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