

# 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

Fay Still  
Lyreco UK Limited  
Unit 16  
Gatwick International Distribution Centre  
Cobham Way,  
Crawley  
RH10 9RX  
United Kingdom

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Purchase Order No. 26625-38888

Date 25/04/2023

Delivery date **10/05/2023 \*\* 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
Teston Juco Tote Bag Natural	100	3.00	300.00

2 colour print to 1 position (pantone 376 and reflex blue) as per Lyreco artwork. Juco -jute and cotton blend tote bag with PVA starch backing and cotton rope handles. Bulk pack and delivered.

PLEASE SEND A PDF PROOF FOR APPROVAL

Box Labels:

Company name: Lyreco

Product: Bags

Reference: Fay Still

Qty: 100

Box 1 of XXX

Origination

Carriage

1

50.00

50.00

1

14.00

14.00

Total

364.00

Our Reference

Please note our PO number: "26625-38888", 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