

# 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  
University of Oxford (PP)  
IHTM - Peter Medawar Building  
C102, Peter Medawar Building for Pathogen  
Research,  
South Parks Road  
Oxford  
OX1 3SY  
United Kingdom

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**Purchase Order No.** 27684-40721  
**Date** 08/08/2023  
**Delivery date** 22/08/2023

**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
Faversham Recycled Rpet Laptop Backpack Blue Navy/Bk	35	17.21	602.35

Screen printed 1 colour (White) to 1 side as per University of Oxford artwork.

Navy

Sturdy recycled laptop backpack (for screens up to 15.4" size) made from REACH compliant 300x300d rPET 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: C12000582

Product: Faversham Recycled Rpet Laptop Backpack Blue Navy/Bk

Quantity: 35

Box 1 of (please amend accordingly)

Premier Print and Promotions Ltd

Origination	1	25.00	25.00
Carriage	1	16.00	16.00

**Total** 643.35

**Our Reference** Please note our PO number: "27684-40721", 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