

Purchase Order

Supplier Address

Melanie Lee
Bagco Ltd
Unit 3, Churchill Court
Hortons Way
Westerham
TN16 1BT
United Kingdom

Delivery Address

Vanessa Harvey
Milbank LLP
100 Liverpool Street
London
EC2M 2AT
United Kingdom

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Purchase Order No. 29285-43388**Date** 05/01/2024**Delivery date** 24/01/2024**Order
Administrator
E-mail**

Bryony Gildersleeves

bryony@premierpandp.com

Dear Melanie,

We would like to order the following:

Product Description	Quantity	Unit price	Subtotal
Broadstairs' A5 Kraft Paper Notebook Black	100	1.50	150.00

Repeat 27695

Printed 1 colour (1945c) to 1 position as per Milbank artwork

MOQ 100

Bulk packed and delivered.

Please send a PDF proof ASAP for approval.

Box Labels

Company: Milbank

Customer Reference: Vanessa Harvey

Product: Broadstairs notebook

Quantity: 100

Box 1 of (please amend accordingly)

Premier Print and Promotions LTD

Origination	1	17.00	17.00
Carriage	1	18.00	18.00

Total 185.00**Our Reference**

**Please note our PO number: "29285-43388", 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