

Purchase Order

Supplier Address		Delivery Address		Page	1/1
Melanie Lee		Joanna Morrison			
Bagco Ltd		St Albans School			
Unit 3, Churchill Court		Abbey Gateway			
Hortons Way		St Albans			
Westerham		AL3 4HB			
TN16 1BT		United Kingdom			
United Kingdom					
Purchase Order No.	31441-46939	Order Administrator	Bekah Cherry		
Date	25/07/2024	E-mail	Bekah@premierpandp.com		
Delivery date	08/08/2024				

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
Repeat 28506 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 ASAP for approval.			
Box Labels			
Company: St Albans School Customer Reference: Joanna Morrison Product: Sandgate 7oz Cotton Canvas Tote Quantity: 1000 Box 1 of (please amend accordingly) Premier Print and Promotions LTD			
Origination	1	20.00	20.00
Carriage	1	53.00	53.00

Our Reference	Total	1,903.00
Please note our PO number: "31441-46939", 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 Bekah@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