

# Purchase Order

**Supplier Address**

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

**Delivery Address**

Magdalena Molina Montero  
University of Oxford (PP)  
Centre for Tropical Medicine and Global Health  
Level 50, Peter Medawar Building for Pathogen  
Research,  
South Parks Road  
Oxford  
OX1 3SY  
United Kingdom

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**Purchase Order No.** 31963-47617  
**Date** 02/09/2024  
**Delivery date** **13/09/2024 \*\* NO FAIL \*\***

**Order Administrator** Bekah Cherry  
**E-mail** Bekah@premierpandp.com

Dear Melanie,

**We would like to order the following:**

Product Description	Quantity	Unit price	Subtotal
<b>Faversham Eco Recycled Rpet Laptop Backpack Navy/Bk</b>	25	17.90	447.50

Reprint 27684 but NEW backpack

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

Navy

Bulk packed and delivered

Please send a PDF proof ASAP for approval.

Box Labels

Company: University of Oxford

Customer Reference: C12001031

Product: Backpack

Quantity: 25

Box 1 of (please amend accordingly)

Origination	1	25.00	25.00
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Carriage	1	15.00	15.00
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**Total** 487.50

**Our Reference** Please note our PO number: "31963-47617", 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