

# 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.** 31778-47702  
**Date** 04/09/2024  
**Delivery date** **18/09/2024 \*\* 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>Broadstairs Eco A5 Kraft Paper Notebook Black</b>	300	1.44	432.00

Screen printed one colour (1945c) in one position as per previous order 27695  
Eco A5 notebook made from Recycled Kraft paper cover with elastic closure,  
elastic pen loop and ribbon in various colours. Recycled paper with 96 sheets of  
70gsm pages.  
Bulk packed and delivered

Please send a PDF proof for approval ASAP.

Box labels:

Company: Milbank LLP  
Customer Reference: Vanessa Harvey  
Product: Broadstairs Eco A5 Kraft Paper Notebook Black  
Quantity: 300  
Box 1 of (please amend accordingly)  
Premier Print and Promotions Ltd

Origination	1	20.00	20.00
Carriage	1	44.00	44.00

**Total** 496.00

**Our Reference** Please note our PO number: "31778-47702", 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