

Purchase Order

Supplier Address

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

Delivery Address

Spencer Osborne
Bates Office Services Ltd
Unit A1-A4, Knights Park Industrial Estate
Knight Road
Rochester
ME2 2LS
United Kingdom

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Purchase Order No. 32538-48572**Date** 21/10/2024**Delivery date** 31/10/2024**Order****Administrator****E-mail**

Bekah Cherry

Bekah@premierpandp.com

Dear Melanie,

We would like to order the following:

Product Description	Quantity	Unit price	Subtotal
Broadstairs Eco A5 Kraft Paper Notebook - Dark Natural/Navy	100	1.50	150.00

Screen Printed 1 Colour (white) as per Leaders artwork.

Kraft notebook with Navy Strap.

Bulk packed and delivered to 1x UK Mainland address.

Please send a PDF proof ASAP for approval.

Box Labels

Company: Bates Office Services Ltd

Customer Reference: PO195322

Product: Leaders Notebooks

Quantity: 100

Box 1 of (please amend accordingly)

Premier Print and Promotions LTD

Origination

Carriage

1 25.00 25.00

1 19.00 19.00

Total 194.00**Our Reference**

Please note our PO number: "32538-48572", 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