

Purchase Order

Supplier Address

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

Delivery Address

Mike Eardley
Cotswold Talent Solutions Ltd
Office 6, BSS House
Cheney Manor Industrial Estate
Swindon
SN2 2PJ
United Kingdom

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Purchase Order No. 34086-51097**Date** 26/03/2025**Delivery date** 10/04/2025**Order****Administrator****E-mail**

Chloe Bolton

Chloe@premierpandp.com

Dear Melanie,

We would like to order the following:

Product Description	Quantity	Unit price	Subtotal
Sundridge Eco Recycled A4 Zipfolio In Black - Printed	25	9.29	232.25

Digital UV Print (1 spot colour PMS 877c) to 1 position as per Cotswold Talent Solutions artwork
Black
Zipped A4 Folio made from recycled Reach compliant PU c/w recycled 190T R-Pet interior. Inside pocket, mesh cargo pocket, business card holder, elasticated r-pet pen loop & 30pp lined recycled paper pad. Each Folder has a QR code with details of fabric and certification.
Bulk packed and delivered

MUST BE SENT UNDER PLAIN DELIVERY

Please send a PDF proof ASAP for approval.

Box Labels

Company: Cotswold Talent Solutions Ltd
Customer Reference: JOB 6064820
Product: A4 Conference Folders
Quantity: 25
Box 1 of (please amend accordingly)

Origniation	1	45.00	45.00
Carriage	1	12.00	12.00

Total 289.25**Our Reference**

**Please note our PO number: "34086-51097", 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 Chloe@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