

Purchase Order

Supplier Address

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

Delivery Address

Micheala Jepson
Munich Re Specialty Group Insurance Services
Gilbanks - 1 Park Row
Leeds
LS1 5HN
United Kingdom

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Purchase Order No. 36425-54888**Date** 16/10/2025**Delivery date** 30/10/2025**Order****Administrator****E-mail**

Bryony Gildersleeves

bryony@premierpandp.com

Dear Melanie,

We would like to order the following:

Product Description	Quantity	Unit price	Subtotal
Seabrook Eco 5oz Recycled Cotton Tote Blue Navy	100	1.06	106.00

Printed 1 colour to 1 side (white) as per Munich Re artwork
Bulk packed and delivered.

Please send a PDF proof for approval ASAP.

Box labels:

Company: Munich Re Specialty Group Insurance Services

Customer Reference: Micheala Jepson

Product: Seabrook Bags

Quantity: 100

Box 1 of (please amend accordingly)

Premier Print and Promotions Ltd

Origination	1	25.00	25.00
Carriage	1	12.00	12.00

Total 143.00**Our Reference**

Please note our PO number: "36425-54888", 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 bryony@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