

# Purchase Order

## Supplier Address

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

## Delivery Address

Isabel Elsey  
Milbank LLP  
100 Liverpool Street  
London  
EC2M 2AT  
United Kingdom

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**Purchase Order No.** 37701-56970

**Date** 24/02/2026

**Delivery date** 05/03/2026

**Order Administrator**  
**E-mail**

Georgia Whiteman  
georgia@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>	55	2.02	111.10

Repeat 35819. Screen printed one colour (1945c) in one position as per Milbank artwork.

Bulk packed and delivered.

Please send a PDF proof for approval ASAP.

Box labels:

Company: Milbank LLP

Customer Reference: Isabel Elsey

Product: Broadstairs Notebooks

Quantity: 55

Box 1 of (please amend accordingly)

Premier Print and Promotions Ltd

Origniation	1	25.00	25.00
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Carriage	1	14.00	14.00
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**Total** 150.10

**Our Reference** Please note our PO number: "37701-56970", 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 georgia@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