

# Purchase Order

## Supplier Address

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

## Delivery Address

Kate Rice  
Simarco International Ltd  
Simarco House  
Crittall Road  
Witham  
Essex  
CM8 3DR  
United Kingdom

Page

1/1

**Purchase Order No.** 38285-58275

**Date** 01/05/2026

**Delivery date** 15/05/2026

**Order Administrator**

**E-mail**

Bekah Cherry

Bekah@premierpandp.com

Dear Melanie,

**We would like to order the following:**

Product Description	Quantity	Unit price	Subtotal
<b>Downswood Notebook A5 Eco Recycled Cotton Forest Green</b>	100	1.56	156.00

Screen printed 1 colour (White) as per Simarco artwork.  
Green  
Eco A5 notebook with a 3oz recycled cotton cover. Ribbon and r-pet elastic closure  
and pen loop, 96 lined recycled 70gsm cream paper pages.  
Bulk packed and delivered.

Please send a PDF proof for approval ASAP.

Box labels:

Company: Simarco International Ltd  
Customer Reference: Kate Rice  
Product: Downswood Notebook A5 Eco Recycled Cotton Forest Green  
Quantity: 100  
Box 1 of (please amend accordingly)  
Premier Print and Promotions Ltd

Origination	1	29.00	29.00
Carriage	1	18.00	18.00

**Total** 203.00

**Our Reference** Please note our PO number: "38285-58275", 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