

Purchase Order

Supplier Address

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

Delivery Address

Kim Bourne
KEP Print Group Ltd
Unit 22
Two Gates Trading Estate
Tamworth
B77 5AE
United Kingdom

Page

1/1

Purchase Order No. 39376-59815**Date** 23/07/2026**Delivery date** 18/08/2026**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 Recycled A4 Conference Folder - Black	50	7.22	361.00

Screen printed, 1 colour (white) to 1 position as per 'Lloyds Clinical' logo.
Bulk packed and delivered.

Please send a PDF proof for approval ASAP.

Box labels:

Company: KEP Print Group Ltd
Customer Reference: Kim Bourne
Product: Conference Folders
Quantity: 50
Box 1 of (please amend accordingly)
Premier Print and Promotions Ltd

Origination	1	29.00	29.00
Carriage	1	18.00	18.00

Total 408.00**Our Reference**

**Please note our PO number: "39376-59815", 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