

# Purchase Order

**Supplier Address**

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

**Delivery Address**

Lucy Jarrett  
Munich Re UK Services Limited  
1 Fen Court  
London  
EC3M 5BN  
United Kingdom

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**Purchase Order No.** 39622-60194**Date** 18/08/2026**Delivery date** 01/09/2026**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>Seabrook Eco 5oz Recycled Cotton Tote Blue Navy</b> | 100      | 1.08       | 108.00   |

Repeat 33126

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 UK Services Limited

Customer Reference: 10131

Product: Bags

Quantity: 100

Box 1 of (please amend accordingly)

Premier Print and Promotions Ltd

Origination

Carriage

1 29.00 29.00

1 13.00 13.00

**Total** 150.00**Our Reference**

**Please note our PO number: "39622-60194", 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