Purchase Order

Premier.
Look good, do good.
Certified B Corporation

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

Delivery Address
Joanna Morrison
St Albans School
Abbey Gateway
St Albans
AL3 4HB
United Kingdom

Purchase Order No. 40135-61139
Date 01/10/2026
Delivery date **15/10/2026**

Order Administrator Chloe Bolton
E-mail Chloe@premierpandp.com

Dear Melanie,
We would like to order the following:

Product Description	Quantity	Unit price	Subtotal
Sandgate Recycled 7oz Cotton Tote Shopper In Navy Repeat 35381 1 colour print (White) to 1 position as per St Albans School artwork Navy 225gsm 7oz Cotton Canvas Tote Shopper Non Gusseted Bag with Long Handles. Bulk pack and delivered. **THIS BAG IS NOW RECYCLED AS STANDARD** Please send a PDF proof for approval ASAP. Box labels: Company: St Albans School Customer Reference: Joanna Morrison Product: Cotton Bags Quantity: 500 Box 1 of (please amend accordingly) Premier Print and Promotions Ltd	500	2.03	1,015.00
Origniation	1	25.00	25.00
Carriage	1	31.00	31.00
		Total	1,071.00

Our Reference **Please note our PO number: "40135-61139", 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