

Supplier Address

Nigel Pearce
Bagco Ltd
Unit 3, Churchill Court
Hortons Way
Westerham
TN16 1BT
United Kingdom

Delivery Address

Mosaic Fulfilment Solutions Ltd
York House
Wetherby Road
Long Marston
York
YO26 7NH
United Kingdom

Purchase Order

Purchase Order No. 24359-36669
Date 03/01/2019
Delivery date 04/01/2019

Account Manager Emma De Watteville
E-mail emma@roantree.co.uk

Dear Nigel,

We would like to order the following:

Product no.	Product Description	Quantity	Unit price	Subtotal
B5011r	Eynsford Drawstring Backpack Rucksack In Black. Plain stock.	4000	£ 0.67	£ 2,680.00
Carriage	Carriage Please see 2nd page of the PO for Labeling and Delivery Details	1	£ 85.00	£ 85.00

Roantree Incentive Marketing

5 Lancaster Court, Coronation Road, High Wycombe, Buckinghamshire, HP12 3TD

T: 0844 225 0470 | E: sales@roantree.co.uk | web: www.roantree.co.uk

Registered in England & Wales, Registration No. 4215475 VAT Reg. No. 642 2557 47

We would like to order the following:

Product no.	Product Description	Quantity	Unit price	Subtotal
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Please make sure all boxes have labels on them and they should have the below details on the labels

Title – Plain Black Drawstring Bag
Quantity – 4,000
Mosaic code – BAG
Product Owner – Amina Abukar
PO – 54013

THIS DELIVERY MUST BE BOOKED IN

All Deliveries must be booked in - Boxes and Pallets. Suppliers must telephone at least one working day prior to the date on which they wish to make a delivery. A delivery slot will be confirmed upon receipt of a reference number. Where a delivery is urgent it may be possible to deliver same day. To request a delivery slot please telephone 01904 202142 between the hours of 9am and 5.30pm – Monday to Friday, excluding Bank and public holidays. Emails should be sent to goodsin@mosaic-fs.co.uk

You will need to give be above details to the booking in team

Palletised Products - All pallets must conform to the following criteria:

- Deliveries will only be accepted on standard 4 way wooden pallets, size 1200mm x 1000mm
 - The pallet must have all base struts intact
 - The weight of an individual pallet must not exceed 1000kgs
 - The height of an individual pallet must not exceed 1200mm from the floor
 - All pallets must be securely wrapped and remain secure throughout transit
 - Pallet loads must remain completely stable after the pallet wrap has been removed.
 - Under no circumstances should boxes overhang the pallet.
- Products with special requirements may be exempt from all or part of these guidelines; however agreement with Mosaic Fulfilment Solutions should be sought prior to delivery being made.

Total £ 2,765.00

Reference

Please note our PO number: "24359-36669", and quote it on your invoices. Failure to do this could well result in delayed payment.

Delivery Date

Please advise us if our requested delivery date changes. Please ensure any changes (including early delivery) are agreed with Roantree in advance.

POD

Please ensure we receive a POD for all deliveries. This is required before any invoices will be paid.

File Copy

Please provide a file copy to Roantree of all items produced.

Quantity

Please ensure there are no under's or over's unless agreed with Roantree.

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