

Unit 40,
Basepoint Business Centre,
Metcalf Way, Crawley,
West Sussex, RH11 7XX

T 01293 773 221
www.latchamdirect.co.uk

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Purchase Order

S.
BAG Co Limited
Sales Office Unit 3 Churchill Court
Hortons Way
WESTERHAM
Kent
TN16 1BT

Order No

02/060793/

Your Ref

148896

18 January 2019

Please supply the following goods :-

<u>Description</u>	Winter Graduation Tote Bags
<u>Quantity</u>	2,300
<u>No. of parts</u>	1 (CUT)
<u>Overall Size</u>	42cm x 38cm (Depth x Width)
<u>Printing</u>	<u>Part 1</u> Face printed 3 colours
<u>Finishing</u>	5oz Natural Cotton Tote Bag - B8809 42 x 38cm Handle length 60-68cm Screen Printed 4 colour process to one side



<u>Quantity</u>	<u>Price</u>
2,300 Bag	£0.723 Each (Plus VAT)

Delivery To Ms A. Biggs, Bath Spa University, Newton St Loe, BATH, Avon, BA2 9BN.

Delivery Date 29/01/2019 (Note: This is NOT the despatch date).

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In response to waste packing regulations CGL insist on it's palletised goods being delivered on recycled pallets.

Please label boxes with CGL labels supplied and supply ten finished samples to CGL at the above address following completion of order.

The samples must be representative of the final completed job. **Set up sheets must not be used as samples or sent to our customers.**

Our order number must be quoted in FULL on all correspondence.

Failure to do the above will delay payment.

Emma Martin
emmam@thecgl.co.uk