



4imprint Direct Ltd  
5 Ball Green  
Cobra Court  
Manchester  
M32 0QT

**Supplier Address**

Bagco Limited (Booth Bros)  
Unit 3  
Churchill Court  
Hortons Way  
WESTERHAM  
Kent TN16 1BT  
Fax: 01959563034  
Tel: 01959560500

**Shipping Address**

Ms Carol Puplett  
Club Lane  
Broadmoor Hospital  
Crowthorne  
Berkshire RG45 7EG  
United Kingdom  
Tel: 01344 75 43 99  
Ref: 000078026

**Purchase Order No.** 2220760L2/DM-1065931**Vendor No.** DM4915**Account Rep.** Lauren Chester (0161 850 3459)**Order Date** 18 February 2019**Administrator** Michelle Agnew (0161 850 3473)**Issued By** 4imprint Direct Ltd

| Item     | Dartford Zipped A4 Conference Folder |                                      | Colours (base,trim): Black, Black |          |
|----------|--------------------------------------|--------------------------------------|-----------------------------------|----------|
| Quantity | Item #                               | Description                          | Unit £                            | Cost £   |
| 250      | B1322                                | Dartford Zipped A4 Conference Folder | 4.4400                            | 1,110.00 |
| 1        | Set-Up Charge                        | Screen Charge                        | 25.0000                           | 25.00    |
|          |                                      |                                      |                                   | 1,135.00 |

Must Ship By

n/a

If order received by

18 February 2019

Per agreement with

n/a

Carrier, service

See below

Supplier InstructionsArtwork Instructions

Product Colour (Base, Trim): Black, Black

Branding Location: Front

Branding Colours: White.

Special instructions:

Be ready for any meeting with this leather-look zipped folder!

Black, lightly grained folder with a 20 page notepad.

The zip ensures all your papers and documents stay together!

Plenty of space for papers and business cards, supplied with USB holder and a loop for a pen (pen / USB not included).

This folder is made from REACH compliant PVC.

Price includes a 1 colour print to the cover.

Dimensions: 330 x 240 x 20mm.

Print area: 130 x 170 mm.

Screen charge: add £40.

Maximum number of imprint colours: 4

Ready to ship in : 7 business days \*.

\* Excludes art preparation time.

Print Name NHS**Shipment Details**

VAT Registration Number: GB 558 4401 33 DUNS 21-017-1848  
Registered Office: 4imprint Direct Ltd, Central Court, 25 Southampton Buildings, London, WC2A 1AL  
Registered in England & Wales with Company Number: 6392482



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| Ship to           | Quantity | Must Ship | Carrier, service     | Reach Destination By |
|-------------------|----------|-----------|----------------------|----------------------|
| Address as above. | 250      | n/a       | DPD Standard Service | 28 February 2019     |

- 1) If you have any queries regarding this purchase order, please contact us without delay on the telephone number shown above.
- 2) We cannot accept any variation over or under from the quantities on this order.
- 3) On despatch of the Goods we require a detailed invoice **within 2 working days**.
- 4) This order and its subject matter are **confidential** and shall not be disclosed or used for any purpose except that authorised by the Company in writing.
- 5) The price of the Goods shall be as stated in this order and no variation shall be accepted unless notified in writing and accepted in writing by the Company. Unless otherwise stated the price includes all charges for packaging, packing, shipping, carriage, insurance and delivery of the Goods and all other set-up, origination and miscellaneous charges.
- 6) The Company shall be entitled to reject any Goods delivered which are not in accordance with this order, including (without limitation) by reason of quality, or being unfit for the purpose for which they are required.
- 7) Unless expressly agreed in writing to the contrary, payment will be made 30 days after the later of the delivery date or the invoice date.
- 8) We, or our representative, reserve the right to all reasonable access, to verify work at your premises pertaining to our purchase order.
- 9) Terms & Conditions can be found on the 4imprint homepage in the "Legal Information" section.