

# brand addition

creative merchandise solutions

Registered Office: Brand Addition Limited  
Broadway  
Trafford Wharf Road  
Manchester M17 1DD - United Kingdom  
Registered Number: 2083209  
WEEE Registration Number WEE/FK0220XS/PRO  
Vat Registration Number: GB125425534

Purchase Order 4818109 Page 1 of 2

Order Date: 05-Mar-2019  
Issued By: Manchester - Michelle's Team  
Shipping from: United Kingdom  
Reach Destination By: 28-Mar-2019  
Account Rep: Nicky Gold  
Administrator: Megan salt  
Telephone: +44 (0) 161 786 0357  
Email: Megan.Salt@brandaddition.com  
Full PO Ref: 6881201L1/4818109

## Supplier Address

Ref. 4915

## Shipping Address

Bagco Limited (Booth Bros) SEE PURCHASING  
Unit 3  
Churchill Court  
Hortons Way  
WESTERHAM  
TN16 1BT  
United Kingdom  
  
Tel: 01959 560 500

Office Depot UK Ltd  
Plot 1 Alexandra Drive  
Ashton Moss Commerce Park  
Ashton-under-lyne  
OL7 0QN  
United Kingdom

Quantity	Item #	Description	Unit Cost	Cost
200	110851	Drawstring bag	0.6800	136.00
1	Carriage	Carriage	10.0000	10.00
1	Orig colour related	Origination Charge	17.0000	17.00
1	PRINT	Print Charge	0.2700	0.27
			<b>Total:</b>	<b>GBP 163.27</b>

Drawstring Bags  
to display BOS logo as per attached

**PLEASE NOTE:- THAT YOU MUST CALL ME 24 HOURS BEFORE THE GOODS GOING TO OFFICE DEPOT ARE DUE TO BE DESPATCHED SO I CAN BOOK THEM IN AND ADVISE YOU OF THE BOOKING IN REFERENCE TO ADD TO THE FOLLOWING. PLEASE ADVISE AT THIS POINT AMOUNT OF BOXES, AND COURIER YOU ARE USING.**

ONCE I GET A BOOKING IN REFERENCE FROM OD, I WILL THEN NEED TO SEND YOU DELIVERY NOTES AND LABELS TO INCLUDE ON THE BOXES.

**TO ENSURE PROMPT PAYMENT, PLEASE ENSURE ALL INVOICES ARE E-MAILED TO**

**PAYMENTS@BRANDADDITION.COM <MAILTO:PAYMENTS@BRANDADDITION.COM> All invoices must be received within 2 days of delivery and must agree to this order.**

1. The Brand Addition Purchase Order number must be clearly displayed on the outer packaging of all goods.
2. If you have any queries regarding this purchase order, please contact us without delay on the telephone number shown above.
3. All deliveries of 1 pallet or more must be pre-booked; Parcel numbers in excess of 20 will constitute a pallet. Deliveries below 20 cartons do not need to be pre-booked. All consignments must have a delivery note attached. Each carton be clearly marked up with a PO Number and unit of measure.
4. To book a delivery in for pallet/ pallets please e-mail goodsin@brandaddition.com
5. A handling fee of £100.00 per pallet or for every 20 parcels if not palletised, will be levied on deliveries which are not pre-booked.

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6. Where repacking is required due to inadequate, unsuitable or damaged packaging we will charge £30.00 per hour per person labour, plus materials.
7. Any variation (either over or under) from the quantities on this order form will be accepted or rejected by us in accordance with our Standard Terms and Conditions of Purchase.
8. We 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.
9. This order and its subject matter are confidential and shall not be disclosed or used for any purpose except that authorised by us in writing.
10. 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.
11. Unless expressly agreed in writing to the contrary, payment will be made within 60 days of the invoice date.
12. It is your responsibility to ensure that the Goods are fully compliant with all applicable legislation. Without limiting the following: (a) we have the right, at any time, to request the full Technical File associated with the Goods; and (b) all electrical/electronic products or toys or items of personnel protective equipment must be CE marked indelibly and at least 5mm in height. Where the size of the product is restrictive the marking may be on the packaging or instruction label. Electrical/electronic products must also contain the wheelie bin symbol. Failure to meet this requirement will result in rejection of your order.

**This order form is governed by our Standard Terms and Conditions of Purchase and Data Addendum, found at [www.brandaddition.com/supplier-tc](http://www.brandaddition.com/supplier-tc) or available on request.**

Authorised by: (1) ..... (2) .....

Any order in excess of £5,000 requires two signatures.