

# 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 4818297 Page 1 of 2

Order Date: 07-Mar-2019  
Issued By: Manchester - Tom's Team  
Shipping from: United Kingdom  
Reach Destination By: 25-Mar-2019  
Account Rep: Sam Taylor  
Administrator: Tom Ryder  
Telephone: +44 (0) 161 786 0247  
Email: Tom.Ryder@Brandaddition.com  
Full PO Ref: 6881985L1/4818297

## 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

Tom Ryder  
-Brand Addition / BT  
Goods In  
Elevator Road  
Trafford Park  
Manchester  
Lancashire  
M17 1DD  
United Kingdom

| Quantity | Item #   | Description     | Unit Cost     | Cost              |
|----------|----------|-----------------|---------------|-------------------|
| 150      | B8514    | Purple Tote Bag | 1.6500        | 247.50            |
| 1        | Carriage | Carriage        | 10.0000       | 10.00             |
| 1        | Set      | Set Up Charge   | 15.0000       | 15.00             |
|          |          |                 | <b>Total:</b> | <b>GBP 272.50</b> |

Order is for Purple Tote bag (B8514) to be branded with full colour BT Logo

Previous order: 4807920

All goods to be delivered to our Trafford park warehouse with a copy of the delivery note please mark all paperwork and outer cartons with code 'BT821' Please ensure that outer cartons are also marked /labelled with:

PO Number: (as Above)  
BA Part No: BT821  
Product Description:  
Carton Qty:  
Batch Number: (if applicable)  
Carton No: i.e. 1 of 3 etc

Please ensure that product code, qty and description is clearly marked on all cartons and a delivery note is enclosed Once the order has been dispatched / completed please send me a copy of the invoice to speed up the payment process, Thank you! Any faxes for me need to be sent to: 0161 786 0690 Please deliver to our Trafford Wharf Road Warehouse & ensure that you contact our goods in Dept before dispatch.

Before delivery to our Manchester warehouse, goods must be booked in. Please contact Goods In, goodsin@brandaddition.com, to obtain a delivery reference number. NOTE - Deliveries of 1 pallet or more (or 20 cartons in the case of unpalletised deliveries) may be refused if they are not booked in, and/or a £100 charge could incur against yourself.

For this order we cannot accept any under / overs from the quantity ordered For this order we can not accept any overs from ordered quantity

**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.

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|                       |                             |
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| Telephone:            | +44 (0) 161 786 0247        |
| Email:                | Tom.Ryder@Brandaddition.com |
| Full PO Ref:          | 6881985L1/4818297           |

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](mailto: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.
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.