Arcadia Corporate Merchandise Ltd
Grove Place, Wellington Road
High Wycombe, HP12 3PR
+44 (0)845 130 2620
www.arcadiaonline.co.uk sales@arcadiaonline.co.uk

Sales .
Bagco Limited
Unit 3
Churchill Court
Hortons Way
Westerham Kent TN16 1BT

Telephone: 01959 560500
Fax: 01959 563034

Purchase Order

Order Number	Order Date	Your Order No / Our Job	Your Account Reference	Promise Date
62625	14/03/2019	260363 / 26176		28/03/2019

Product	Description	Quantity	Unit	Price
002107712	Sandgate 7oz Cotton Canvas Tote Bag - Natural 225gsm (7oz) cotton canvas tote shopper bag with long handles.Full colour process print available. All of our products are tested and all certificates are available to show compliance. Available in:- Natural Branding details: Printed 4 colour to 1 side only with MTR Elizabeth Line logo PLEAES PROVIDE A PDF PROOF FOR APPROVAL	2,000	£1.58 / Each	£3,160.00
	Origination	1	£100.00 / Each	£100.00
	Delivery: Please use arcadia's delivery note	1	£78.00 / UK	£78.00

NOTE
Please quote our Order No on all documents relating to this order.
For any correspondence regarding this order
please contact the sender directly.

Arcadia require a POD for all goods delivered

Delivery Address

Keith Edwards
Mick Garvey
Fleet & Depot Integration Manager
Old Oak Common Depot
Old Oak Common Lane
NW10 6RW.

Order Value	£3,338.00

Caroline Parkinson

Mobile: 07733 015194

powered by: www.promoserve.co.uk

Arcadia Corporate Merchandise Ltd

Terms and Conditions

Provisions relating to personal data pursuant to GDPR

In accepting this order you agree that you will:

1) Only use any personal information (Personal Information) that we give you in this order to fulfil the order and for your own legally justified record of the transaction;
2) Keep the Personal Information confidential other than where it is reasonably necessary for the purposes of fulfilling the order an ensure that all transfers of Personal Data are secure;
3) Report to us any unauthorised access to, loss, theft or corruption of the Personal Information as soon as it comes to your attention;
4) Subject to any disclosure that is necessary to fulfil the order, when fulfilling it, use reasonable, regularly reviewed and proportionate measures to:
    a) Keep the Personal Information secure;
    b) Prevent the unauthorised disclosure of the Personal Information;
5) Use reasonable, regularly reviewed and proportionate measures to:
    a) aid us in complying with our obligation to respond to any requests by a person whose personal data is within the Personal Information exercising their rights under Chapter III GDPR;
    b) assist us in our compliance with our obligations at Articles 33 to 36 GDPR taking into account the nature of this order and the Personal Information;
6) Where Personal Data is to be transferred, only use subcontractors that we have approved to fulfil the order and ensure that such subcontractors enter into terms with you that are no less demanding than these obligations with regard to the use of the Personal Information for the fulfilment of the subcontracted services;
7) On our written request, delete or return all the Personal Data held by you after completion of the order unless you are required to retain or store the Personal Information for your own legal purposes;
8) Following a reasonable written request:
    a) Provide us with all information that is reasonably necessary to demonstrate compliance with these terms;
    b) Allow us occasional inspections of your premises where Personal Data is processed, to be conducted by us or our auditor. Any such inspection shall be limited to reviewing the Personal Information and the technical and organisation measure we have in place to maintain the privacy and security of the Personal Data.