

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

<u>Order No</u>	02/064191/
<u>Your Ref</u>	162916
<u>Our Stock Ref</u>	BPS CONF SHOPPER

26 June 2019

Please supply the following goods :-

<u>Description</u>	BPS/CONF BLACK cotton shopper BPS006
<u>Quantity</u>	2,000

Product Name: Sandgate 7oz Cotton Canvas Tote Bag - /black B8891
Description: 100% Cotton Dyed Canvas Long Handle Bag with Gusset (60CM) 380x100x420mm
Black bag printed one colour white to one side

Please can all paperwork and delivery notes have this code: CGL/BPS006 BPS Conference Shopper

Split delivery 1700 to Latcham Direct Bristol, 300 to BPS Leicester FAO Kerry Wood
Deliveries to Latcham Bristol address MUST be booked in, failure to do so will result in goods being turned away. Telephone this number and ask for goods in: 0117 311 8200
Any problems, call Emma on 01293 773221 who will arrange.



New artwork supplied

Repeat Job This is an amended repeat of your job reference 259527. Our job reference 02/062258/.

<u>Quantity</u>	<u>Price</u>
2,000	FSC Approved Paper £1.40 Each (Plus VAT)

Delivery To Latcham Direct, 1 Western Drive, Hengrove, BRISTOL, Avon, BS14 0AF.

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Delivery Date To be advised

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

Please label boxes with Latcham Direct labels if provided or advised to do so, and **supply ten finished samples** to Latcham Direct 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
emma.martin@latchamdirect.co.uk