

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 Millie Price
Writtle University College
Writtle College
Lordship Road
Writtle
Chelmsford
Essex CM1 3RR
United Kingdom
Tel: 01245 424113
Ref: 102180**Purchase Order No.** 2273991L1/DM-1104372**Vendor No.** DM4915**Account Rep.** Kirstie Reader (0161 850 3465)**Order Date** 23 July 2019**Administrator** Una Ward (0161 375 1514)**Issued By** 4imprint Direct Ltd

Item		Dartford Zipped A4 Conference Folder			Colours (base,trim): Black, Black	
Quantity	Item #	Description	Unit £	Cost £		
25	B1322	Dartford Zipped A4 Conference Folder	5.5500	138.75		
1	Set-Up Charge	Screen Charge	25.0000	25.00		
1	NEW19	NEW19 10% OFF	0.0000	0.00		
				163.75		

<u>Must Ship By</u>	<u>If order received by</u>	<u>Per agreement with</u>	<u>Carrier, service</u>
n/a	23 July 2019	n/a	See below

Supplier InstructionsArtwork InstructionsProduct Colour (Base, Trim): Black, Black
Branding Location: Front
Branding Colours: White.
Special instructions:
Price includes a 1 colour print to the cover.Dimensions: 330 x 240 x 20mm.
Print area: 130 x 170 mm.Ready to ship in : 7 business days *.
* Excludes art preparation time.**Shipment Details**

Ship to	Quantity	Must Ship	Carrier, service	Reach Destination By
Address as above.	25	n/a	DPD Standard Service	2 August 2019



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- 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.