



# Purchase Order

**Purchase Order No.** 4046-8230  
**Date** 13/09/2019  
**Delivery Date** **25/09/2019 \*\* NO FAIL \*\***

**Supplier Address**

Lisa Kelly  
Bagco Ltd  
Unit 3, Churchill Court  
Hortons Way  
Westerham  
TN16 1BT  
United Kingdom

Dear Lisa,

**Delivery Address**

Enya Dodson  
Mattel UK Limited  
Mattel House  
Vanwall Road  
Maidenhead  
SL6 4UB  
United Kingdom

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**Tomato Source Limited**

Kestrel Court, Harbour Road, Poltishhead, BS20 7AN  
19 Eastbourne Terrace, Paddington, London, W2 6LG

+44 (0) 117 370 0333  
+44 (0) 203 747 6780

[www.tomato-source.com](http://www.tomato-source.com)



Purchase Order No. 8230

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**We would like to order the following:**

| Product No. | Product Description  | Quantity | Unit Price | Subtotal |
|-------------|--|----------|------------|----------|
| B8841       | <p><b>Tote Bags</b></p> <p>Item Description:<br/>Tote Bags - 12oz Allington Canvas Tote Bag</p> <p>Colour: Black</p> <p>Printed: 1 colour white to 1 position</p> <p>Proofing:<br/>Please ensure that we see a PDF for approval PRIOR to production.</p> <p>Unit Packing:<br/>Bulk packed suitably to protect goods in transit.</p> <p>Overs / Unders:<br/>Please ensure that we see a PDF Proof for approval PRIOR to production.<br/>Please ensure that there are NO UNDERS or NO OVERS. If overs are produced please advise before dispatch and also advise whether we will be invoiced. We will not be liable to pay for overs should we not have been informed and agreed to them prior. If overs are produced, these should be sent to Tomato Source address as follows: FAO Harry Bushell, Tomato Source Limited, Kestrel Court, Harbour Road, Portishead, BS20 7AN. If overs are sent with the bulk order to the client then Tomato Source is NOT liable to pay.</p> <p>Compliance:<br/>There will be a requirement for this product to meet all EU and client required standards - my colleague, Jackie Reid will make contact directly to request documents.</p> <p>Invoicing:<br/>To avoid delays with supplier invoice payments, please can you ensure that the purchase order number AND the job number is present. Any invoices which do not have this information present will be delayed.</p> <p>Carton Markings:<br/>All carton to be marked as follows - 'X' to be replaced with information:<br/>TS 4046<br/>Quantity: &lt;X&gt; per carton<br/>Carton No: &lt;X&gt; of &lt;X&gt;<br/>TOMATO SOURCE LTD</p> <p>Delivery &amp; Delivery Notes:<br/>25th September 2019 NO FAIL. Delivery to one UK Address. Please inform Tomato Source if you plan on delivering the goods earlier than the delivery deadline as alternative arrangements may be required. Tomato Source will provide a delivery note closer to dispatch. Please send goods under plain cover with the Tomato Source delivery note attached.</p> <p>***PLEASE NOTE - THIS PROJECT IS HIGHLY CONFIDENTIAL AND BY ACCEPTING THIS ORDER YOU UNDERSTAND THE INTEGRITY OF THE ARTWORK WE SUPPLY***</p> | 300      | £ 2.50     | £ 748.80 |
| B8841       | <b>FILE COPY TO BE SENT TO TOMATO SOURCE</b>   | 1        | £ 2.50     | £ 2.50   |

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| Product No. | Product Description | Quantity | Unit Price | Subtotal |
|-------------|---------------------|----------|------------|----------|
|             |                     |          | Subtotal   | £ 751.30 |
|             |                     |          | VAT 20%    | £ 150.26 |
|             |                     |          | Total      | £ 901.56 |

Reference Please note our PO number: "4046-8230", and quote it on your invoices.  
Failure to do this could well result in delayed payment.