

# PURCHASE ORDER

PO No.	RFMO39449A
P.Order Date	05 December 2019
Coordinator	Jen Lester
E.Mail	jen@reflexmarketing.co.uk

**CRUCIAL DATE, NO FAIL**

DELIVERY DATE:	20 December 2019
----------------	------------------

## DELIVERY ADDRESS:

Nick Clarke  
 HH Global  
 2nd Floor  
 2 Navigation Walk  
 Wakefield, West Yorkshire WF1 5RH  
 United Kingdom

Nigel Pearce  
 Bagco Ltd  
 Unit 3, Churchill Court  
 Hortons Way  
 Westerham, Kent TN16 1BT  
 UK

Ref No.	Description	Quantity	Unit Price	Total Price
B8801	5oz Leybourne black cotton shoppers printed 1 col 1 side	500	£0.83	£415.00
Origination01	ORINATION - Printing Screen. Per Colour Printed.	1	£25.00	£25.00
Carriage1	CARRIAGE - To One UK Address.	1	£16.00	£16.00
<b>TOTAL (Excl. VAT)</b>				<b>£456.00</b>
<b>VAT</b>				£91.20
<b>TOTAL</b>				<b>£547.20</b>

**PROOF DETAILS:** Proof PDF by E.Mail

**PROOF DUE:**

## SPECIAL INSTRUCTIONS:

**Please ensure that unless otherwise stated that these goods go out with a plain headed consignment note detailing what is in the consignment and that it clearly states "Goods Supplied On Behalf Of Reflex Marketing & Promotions Ltd"**

**HH Global orders: PLEASE READ!!**

**Please note on the consignment clients PO:**

**Please see these notes, they are imperative:**

- 1. PDF proof required within 24 hours of receiving the PO. If the PDF will not be ready within this time, please contact Jen ASAP to advise when we will receive it**
- 2. Either the tracking information or a copy of the POD within 24hrs of despatch**

**Please ensure the quantity is exact or slightly over.**

Ref No.	Description	Quantity	Unit Price	Total Price
---------	-------------	----------	------------	-------------

The client may not always accept goods early so if goods are ready early please let us know in advance so we can check.

Failure to comply could result in NON payment of invoices

