

VAT Registration Number: GB125425534  
Registered Office: Brand Addition Limited  
Broadway  
Trafford Wharf Road  
Manchester M17 1DD - United Kingdom  
Registered Number: 2083209  
WEEE Registration Number WEE/FK0220XS/PRO

**Order Date:** 05-Feb-2020  
**Issued By:** Manchester - Tom's Team  
**Shipping from:** United Kingdom  
**Reach Destination By:** 24-Feb-2020  
**Account Rep.** Holly Sharrock  
**Administrator:** Daniel Stoddart  
**Telephone:** +44 (0) 161 786 0362  
**Email:** Daniel.Stoddart@brandaddition.com  
**Full PO Ref:** 7053941L1/4868589

Supplier Address

Ref. 4915

Shipping Address

Bagco Limited (Booth Bros)  
Unit 3  
Churchill Court  
Hortons Way  
WESTERHAM  
TN16 1BT  
United Kingdom  
  
Tel: 01959 560 500

Daniel Stoddart  
-Brand Addition / RBS  
Goods In  
Elevator Road  
Trafford Park  
Manchester  
Lancashire  
M17 1BR  
United Kingdom

| Quantity | Item #             | Description        | Unit Cost     | Cost              |
|----------|--------------------|--------------------|---------------|-------------------|
| 250      | B8712 NAVY         | Drawstring Bag     | 0.7100        | 177.50            |
|          | Country of Origin  | China              |               |                   |
|          | Weight (g)         | 41.00              |               |                   |
|          | Intrastat Code     | 42029211           |               |                   |
| 1        | Carriage           | Carriage           | 10.0000       | 10.00             |
| 1        | Orig colour relate | Origination Charge | 17.0000       | 17.00             |
|          |                    |                    | <b>Total:</b> | <b>GBP 204.50</b> |

B8712 Navy drawstring Bag branded in white with the Royal Bank of Scotland logo to one side.

AS PER PO 4863579

All customers and suppliers (each a "Sender") are required to conform to the following Goods inwards procedure. Please ensure all relevant parties involved are aware if these procedures. A minimum notice period of 48 Hours is required prior to delivery. In exceptional circumstances, it may be possible to work around this. Please contact us to arrange this.

Manchester Warehouse  
Brand Addition  
Elevator Road  
Manchester  
M17 1BR

GoodsIn@BrandAddition.com

Mon – Fri 0800 – 1600

Brand Addition GmbH  
Heydastrasse 13-15  
58093 Hagen

Wareneingang@BrandAddition.com

+49 2331 9597-66

Mon – Fri 0800 – 1600

All deliveries must be accompanied by a delivery note containing the following information:

- Purchase Order
- Product Code: RBS19024
- Description of goods: Navy Drawstring Bag

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- Size (if applicable)
- Quantity per box

**Palletised Products:**

- Pallet height must not exceed 1.40 metres
- Full pallet weight must not exceed 750kg
- The pallet must be in good condition and have all base struts intact
- Items must not be mixed on the same pallet
- Each Pallet must be clearly labelled and identifiable
- All pallets must be accompanied by a delivery note as above
- No double stacking of pallets is allowed unless expressly permitted by Brand Addition
- The last pallet loaded on the delivery vehicle must display the packing slip and a copy of the delivery note must be given to the driver for presentation on arrival

**Boxes:**

- Maximum box weight must not exceed 20kg
- There must be no bulging of the box due to contents
- Boxes must be in good condition and suitable for onward distribution
- A cardboard pad must be inserted onto the top of the product within the box to prevent slicing or damage to the product when opening the box.
- There must be no mixing of items in boxes
- Cartons containing products of a delicate nature must be marked as such – for example 'fragile'.
- All voids must be filled with suitable packing material

Any other packing specifics, such as quantity separation and polybag requirements will be clearly stated in the Purchase Order. If you have any additional enquiries about our delivery procedure, please contact us on the details included in this document. It is the responsibility of the Sender to ensure that all external packaging conforms to directive 94/62/EC relating to packaging essential requirements.

If any of the processes included in this document are not adhere to, or delivery note/packing slips are found to be inaccurate, Brand Addition reserve the right to refuse goods, and delivery must be arranged at the expense of the Sender. For this order we can not accept any overs from ordered quantity

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## TO ENSURE PROMPT PAYMENT, PLEASE ENSURE ALL INVOICES ARE E-MAILED TO

**[PAYMENTS@BRANDADDITION.COM] All invoices must be received within 2 days of delivery and must agree to this order.**

1. The Brand Addition Purchase Order number must be clearly displayed on the outer packaging of all goods.
2. If you have any queries regarding this purchase order, please contact us without delay on the telephone number shown above.
3. All deliveries of 1 pallet or more must be pre-booked; Parcel numbers in excess of 20 will constitute a pallet. Deliveries below 20 cartons do not need to be pre-booked. All consignments must have a delivery note attached. Each carton be clearly marked up with a PO Number and unit of measure.
4. To book a delivery in for pallet/ pallets please e-mail [goodsin@brandaddition.com](mailto:goodsin@brandaddition.com)
5. A handling fee of £100.00 per pallet or for every 20 parcels if not palletised, will be levied on deliveries which are not pre-booked.
6. Where repacking is required due to inadequate, unsuitable or damaged packaging we will charge £30.00 per hour per person labour, plus materials.
7. Any variation (either over or under) from the quantities on this order form will be accepted or rejected by us in accordance with our Standard Terms and Conditions of Purchase.
8. We 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.

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9. This order and its subject matter are confidential and shall not be disclosed or used for any purpose except that authorised by us in writing.
10. 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.
11. Unless expressly agreed in writing to the contrary, payment will be made within 60 days of the invoice date.
12. It is your responsibility to ensure that the Goods are fully compliant with all applicable legislation. Without limiting the following: (a) we have the right, at any time, to request the full Technical File associated with the Goods; and (b) all electrical/electronic products or toys or items of personnel protective equipment must be CE marked indelibly and at least 5mm in height. Where the size of the product is restrictive the marking may be on the packaging or instruction label. Electrical/electronic products must also contain the wheelie bin symbol. Failure to meet this requirement will result in rejection of your order.

**This order form is governed by our Standard Terms and Conditions of Purchase and Data Addendum, found at [www.brandaddition.com/supplier-tc](http://www.brandaddition.com/supplier-tc) or available on request.**

Authorised by: (1) ..... (2) .....

Any order in excess of £5,000 requires two signatures.