

# brand addition.

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

Purchase Order 4871096

Page 1 of 2

**Order Date:** 11-Mar-2020  
**Issued By:** Manchester - Janet's Team  
**Shipping from:** United Kingdom  
**Reach Destination By:** 20-Mar-2020  
**Account Rep.** Nicky Gold  
**Administrator:** Jyoti Sood  
**Telephone:** +44 (0) 161 786 0225  
**Email:** Jyoti.Sood@brandaddition.com  
**Full PO Ref:** 7069891L1/4871096

## Supplier Address

Ref. 4915

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

## Shipping Address

Elaine George  
Office Depot Stationery & Print  
Office Depot UK Ltd  
Ashton Moss Commerce Park  
Plot 1, Alexandra Drive  
Ashton-Under-Lyne  
Manchester  
OL7 0QN  
United Kingdom

Quantity	Item #	Description	Unit Cost	Cost
350	77615	Drawstring Bag	0.9400	329.00
		Country of Origin		
		Weight (g)	50.00	
		Intrastat Code	63053900	
1	Carriage	Carriage	13.0000	13.00
1	Set	Set Up Charge	25.0000	25.00
			<b>Total:</b>	<b>GBP 367.00</b>

**PLEASE NOTE:- THAT YOU MUST CALL ME 24 HOURS BEFORE THE GOODS GOING TO OFFICE DEPOT ARE DUE TO BE DESPATCHED SO I CAN BOOK THEM IN AND ADVISE YOU OF THE BOOKING IN REFERENCE TO ADD TO THE FOLLOWING. PLEASE ADVISE AT THIS POINT AMOUNT OF BOXES, AND COURIER YOU ARE USING.**

ONCE I GET A BOOKING IN REFERENCE FROM OD, I WILL THEN NEED TO SEND YOU DELIVERY NOTES AND LABELS TO INCLUDE ON THE BOXES.

Quote Ref: 184612

350 \* white Eynsford' Drawstring Bag

Branding: full colour Lloyds Bank logo (previous artwork attached)

Please send PDF visual before the order goes into production

Delivery needed as soon as possible.

If there are any problems please contact me in 0161 786 0225

**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.

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- 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
- 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.
- 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.