

PURCHASE ORDER



Hareburn Terrace, Blackdog, Aberdeen AB23 8BE
T: 01224 826000 E: purchasing@archergifts.com

Order No.	9233
Order Date	04/02/2022
To:	Bagco Ltd Bullhouse Mill Lee Lane Penistone South Yorkshire S36 9NN
Tel	01959 560500
Email	lnightingale@bag-co.co.uk

Delivery address (Under plain cover)
TBC

FAO		Shipment Details		Date Required	Authorised By:	Artwork (if required)	
SALES		As above - under plain cover		ASAP	ED	Moray Council	
Qty	Code	Colour	Description	Print Colours	Print Pantone References	Unit price	Total
50	B1321	Black	Dart A4 Unzipped Conference Folder	1cp	Silver	£4.65	£232.50
1			Repeat Origination			£17.00	£17.00
1			Carriage			£53.00	£53.00
50			Print			£0.70	£35.00
Pre-production Sample Required:		NO	Special prices agreed with:			SUBTOTAL	£337.50
Special instructions for print							
Exactly as before. Please send artwork proof before branding							
Instructions:							
1. Receipt of this purchase order must be acknowledged by return						VAT No: GB 981 9267 72	
2. Please ensure we receive a proof before printing otherwise goods may be refused.							
3. There should be no reference to your company on the delivery of goods or any corresponding paperwork or boxes - should there be so then the invoice payment will be held up or may be not paid							
4. A file copy of all products ordered must be sent to Archer							
						Order placed by:	
						Kelsey Doughty	

1. If invoice or delivery differs from what is stated on this order, payment will be held up.
2. Please notify us immediately if you are unable to ship as specified.
3. Please deliver the exact ordered quantities
4. This order will be paid on our standard payment terms unless otherwise agreed in writing within 2 days of the PO date
5. This PO is subject to our standard terms and conditions of trade
6. Should there be a problem with the print on a product with which you (the company) are at fault then you (the company) are also liable for the cost and re-supply of the product.
7. If the product ordered in this PO is a pen - the ink should be black unless otherwise stated
8. By accepting this PO you are accepting responsibility for the goods up until the time they are delivered to the destination address. Should the goods be damaged at any time up until the time of delivery - you are liable for the full cost and re-supply of the whole shipment. This also applies even when the shipment is in the hands of a third party courier up until the time the delivery has been signed for at the destination address.