## **PURCHASE ORDER**





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

Delivery address (Under plain cover)							
Split delivery (as per email)							

FAO SALES		Shipment Details  As above		Date Required  ASAP		Authorised By:  JD	Artwork (if required)  Equinor	
200		Natural	Sandgate 7oz Cotton Canvas Tote Bag		1CP to Front	Red 032	£1.15	£230.00
200			Print				£0.30	£60.00
1			Repeat Origination				£17.00	£17.00
3			Carriage				£10.00	£30.00
Pre-production Sample Required:		NO	Special prices agreed with:				SUBTOTAL	£337.00

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
- 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	

VAT No: GB 981 9267 72

- ${\bf 1.} \ {\bf If invoice or delivery differs from what is stated on this order, payment will be held up.}\\$
- ${\bf 2. \ Please \ notify \ us \ immediately \ if \ you \ are \ unable \ to \ ship \ as \ specified.}$
- 3. Please deliver the  $\underline{\text{exact}}$  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.