

**Bensussen Deustch & Associates Ltd**  
1 Mark Square  
London  
EC2A 4EG GB



**SUPPLIER:**

BAGCO LTD  
UNIT 3 CHURCHILL COURT  
HORTONS WAY  
WESTERHAM, KENT  
TN16 1BT GB

**Purchase Order: 20687**

**PO Status : APPROVED**

Order Date	07-JUN-2022
Revision Date	
Revision Number	0
Sales Order Number	6017001

**IMPORTANT REQUIREMENTS: FAILURE TO FOLLOW THESE INSTRUCTIONS MAY RESULT IN CHARGEBACK TO SUPPLIER**

- When freight is charged to BDA shipping account, PO number on this form must be included as the primary reference number on the FEDEX or UPS waybill or the freight bill of lading.
- When freight terms are 3<sup>rd</sup> party, client freight reference below must be referenced first on waybill or bill of lading.

**BILL TO:**

EMAIL:  
accountspayableinter@bdainc.com

or:

MAIL:  
Bensussen Deustch & Associates Ltd  
1 Mark Square  
London  
EC2A 4EG GB

**SHIP TO:**

One Time Address UK  
See Ship To Address in notes below  
GB

BDA Account No	Supplier No	Payment Terms	Freight Payment Terms	INCO Terms	Shipping Method
	EMEA0059	NET 15	Third Party Billing Buyer	DDP	1014-Parcel-See Instructions
Confirm To/ Email		Charge To Freight Account		Client Freight Reference	
Zano, April / azano@bdainc.com				6017001	

Line	Part Number / Description	Ship By	Deliver By	Quantity	UOM	Unit Price	Amount
1	RM-ATOCUSTOM B9959 Newbarn Eco 8oz Recycled Cotton Tote	20-JUN-22		550	Each	1.0500	577.5000
12	BDA-506-00C Set Up Charge 1	20-JUN-22		1	Each	25.0000	25.0000
14	BDA-515-00C Vendor Freight Charge	20-JUN-22		1	Each	28.0000	28.0000
21	BDA-520-00C Vendor Run Charge	20-JUN-22		550	Each	0.2900	159.5000

**Note To Supplier:** 1:Delivery date required: No later than 21st June 2022

**Total:** 790.0000  
(GBP)

Delivery address:  
William Phillips  
1 Churchill Place  
Canary Wharf  
London  
E14 5HP

Item: Newbarn Eco 8oz Recycled Cotton Tote  
Item #: B9959  
Description: "8oz (210gsm) Recycled Eco Tote bag with long handles made from recycled cotton T-shirt material.  
Printed in ONE spot colour to one side of the bag with the MS Teams creative."

"Item Color: White  
QTY: 550  
Artwork: MS Teams  
Decoration Color: Purple  
Decoration Size: Best fit  
Decoration Method: Screenprint"

**\*\*\*Paper Proof Required\*\*\***

Please send proof to azano@bdainc.com within 48 hours of PO receipt. Proof approval is required prior to production. Supplier is NOT approved for Production until written BDA proof approval confirmation has been received.

**\*\*\*Exact Quantity\*\*\***

Please ship the order with EXACT QUANTITY as listed. Any Overage and Underage are NOT approved without written consent from the Buyer.

**\*\*\*Product Spoilage\*\*\***

Please notify buyer each day of production if there is any spoilage, so replacement product can be arranged. Spoilage needs to remain at or below industry standards or supplier will be responsible for replacement costs.

**\*\*\*Shipping Instructions\*\*\***

SHIP DATE: 20/06/2022

This is Event Driven.

Ship via \_\_\_\_ on account (insert account number here) unless shipment is over 350lbs. Please refer to the BDA PO number in the reference field, unless otherwise specified. If there are any issues meeting the required ship date, please contact buyer right away.

**\*\*\*If the total shipment exceeds 350 lbs. or 20 boxes, the Supplier will need to provide the below information to the listed Buyer:**

- total # of pallets
- pallet dims
- # of cartons
- total shipment weight (including the pallets)
- pick-up address
- contact information & warehouse requirements

**\*\*\*Packaging Instructions\*\*\***

1. All boxes, tags, etc. must be blank or have BDA marks only - no Supplier marks except when required by regulation.
2. Clearly number all boxes in numeric sequence 1 of 3, 2 of 3, 3 of 3 etc.
3. A Blind Packing slip must be included in each carton that provides the product description and quantities.

**\*\*\*Carton Markings\*\*\***

Please list on the exterior of each carton:  
Carton \_ of \_  
PO#:

Item Number: Item Description: Unit of Measure: Quantity per Case: ___ per case / ___ per pack		
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Authorized Buyer : Zano, April	Buyer Direct:	Fax:	Email: azano@bdainc.com
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**Purchase Order Confirmation Requirements:**

- Transmit confirmation of acceptance to buyer within 24 hours of receipt of purchase order
- Acceptance of purchase order confirms acceptance of BDA Terms and Conditions transmitted with each purchase order
- The purchase order is the governing document in the transaction and cannot be overridden

**Purchase Order Revisions Requirement:**

- Any and all scope changes related to this purchase must be made by revised purchase order and acknowledged by supplier prior to beginning production
- Overruns must be approved by buyer via purchase order revision prior to shipment.
- Any overruns shipped without PO approval are not approved, will not be returned and are not subject to charges from the supplier

**Product Approval Requirements:**

- Purchase Order is contingent on pre-production approval either by proof or physical sample as specified on the purchase order
- Purchase order is contingent on compliant product and on passing reports for any test protocol specified on the purchase order

**Purchase Order Delivery**

- Shipment and delivery dates specified on the purchase order are critical deliverables. Seller must notify buyer immediately when Seller determines that deliverables are in jeopardy. Failure to notify and/or ship via requested method and date will cause the Seller to incur additional expenses for general and consequential damages.

**Fulfillment and Shipping Requirements:**

- Transmit proof of shipment to the buyer immediately upon shipment of goods. This must be transmitted to BDA on day of shipment.
- Product must ship in accordance with the quantities, schedule and method provided on the purchase order. Any deviation may result in additional cost damages, and non-compliance fees
- All shipments to BDA Distribution Facilities must include Suppliers Return Address
- All client direct shipments must be blind-shipped with packing slip that has no supplier information included
- All carton markings must be included as specified on the purchase order

**Invoicing Requirements:**

- Transmit invoice to BDA immediately upon shipment or no later than 24 hours after shipment
- Invoice must match the purchase order exactly to avoid payment delays

**Defective or Unsafe Goods:** If BDA or the client finds the goods to be defective or unsafe, the buyer shall have the right to reject and return the goods at Supplier's expense. Any additional charges to meet specification of product or scope of project will be at Supplier's expense. BDA reserves the right to cancel the PO or any part thereof without penalty if the Supplier fails to comply with the product specifications, testing requirements and terms and conditions set forth in the PO.

**SUBJECT TO BDA PURCHASE AGREEMENT FOR ALL PURCHASES FOREIGN AND DOMESTIC. A copy of this agreement will be provided by Supplier Services upon request**