

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: 27907**

**PO Status : APPROVED**

|                    |             |
|--------------------|-------------|
| Order Date         | 03-MAY-2023 |
| Revision Date      |             |
| Revision Number    | 0           |
| Sales Order Number | 6027604     |

**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:**

Hilton Regional European Headquarters  
Attn To: Lisa Clark  
Maple Court  
Reeds Crescent  
Watford, , WD24 4QQ, 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 |                              |
| Bautista, Rhoda /<br>rbautista@bdainc.com |             |                           |                           | 6027604                  |                              |

| Line | Part Number / Description   | Ship By   | Deliver By | Quantity | UOM  | Unit Price | Amount   |
|------|---|-----------|------------|----------|------|------------|----------|
| 1    | EMEA0059_B9971_00 Hilton Recycled 10oz Cotton Shopper_00<br><br>B9971<br><br>Additional Notes:<br>1:Item Color: Black<br>QTY: 400<br>Size:<br>Artwork: Hilton Logo<br>Decoration Location: Front of tote<br>Decoration Color: White<br>Decoration Size: Best Fit<br>Decoration Method: Screen print<br>Additional Decoration Notes: Hilton logo<br>screen print to front of bag | 30-MAY-23 |            | 400      | Each | 2.3500     | 940.0000 |
| 2    | DP-0000000-00 Decoration Vendor Run Charge<br><br>Additional Notes:<br>1:Blank Item Receipt Notes:<br>VENDOR: BAGCO LTD<br>ITEM #: B9971<br>DESCRIPTION: Hilton Recycled 10oz Cotton Shopper<br>QTY/SIZE:<br>400  | 30-MAY-23 |            | 400      | Each | 0.3000     | 120.0000 |
| 3    | BDA-506-01C Setup Charge  | 30-MAY-23 |            | 1        | Each | 25.0000    | 25.0000  |
| 4    | BDA-515-00C Vendor Freight Charge<br><br>Additional Notes:<br>1:Additional Decoration Notes: Hilton logo<br>screen print to front of bag  | 30-MAY-23 |            | 1        | Each | 40.0000    | 40.0000  |

|  |               |                     |
|--|---------------|---------------------|
| <b>Note To Supplier:</b> 1:Please send proof to rbautista@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 | <b>Total:</b> | 1,125.0000<br>(GBP) |
|--|---------------|---------------------|

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|--|--|--|
| <p>confirmation has been received.<br/>2:Ship on account number referenced unless shipment is over 400lbs.<br/>Please refer to the BDA PO number in the reference field, unless otherwise specified.<br/>If there are any issues meeting the required ship date, please contact buyer right away.</p> <p>***If the total shipment exceeds 400 lbs. or 20 boxes, the Supplier will need to provide the below information to the listed Buyer:</p> <p>total # of pallets<br/>pallet dims<br/># of cartons<br/>total shipment weight (including the pallets)<br/>pick-up address<br/>contact information &amp; warehouse requirements</p> |  |  |
|--|--|--|

|  |                      |             |                                       |
|--|----------------------|-------------|---------------------------------------|
| <b>Authorized Buyer :</b><br>Bautista, Rhoda | <b>Buyer Direct:</b> | <b>Fax:</b> | <b>Email:</b><br>rbautista@bdainc.com |
|--|----------------------|-------------|---------------------------------------|

**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**