

**VAT Registration Number: GB125425534**

Registered Office: Brand Addition Limited  
Broadway,  
Trafford Wharf Road,  
Manchester M17 1DD United Kingdom  
Registered Number: 2083209

Order Date:	19-Sep-2023
Deliver By:	06-Oct-2023
Administrator:	Laura George
Email:	Laura.George@brandaddition.com

## IMPORTANT INFORMATION

### COMPLIANCE REQUIREMENTS

1. It is your responsibility to ensure that the Goods are fully compliant with all applicable legislation.
2. We have the right at any time to request a Technical File with the Goods.
3. Please ensure that the Triman logo and appropriate info-tri pictograms with abbreviation FR are noted on the product/product packaging/leaflet for these EPR product categories – All packaging, Print paper & graphics paper, Furniture, Textile, household linen and footwear, Electric and electronic equipment, batteries, accumulators, toys, games and tools.
4. Brand Addition Ltd WEEE Registration Number WEE/FK0220XS/PRO. Brand Addition GmbH WEEE Registration Number DE 42 17 25 10. Electrical/electronic products must contain the wheelie bin symbol.
5. All electrical/electronic products/toys/PPE must be CE/UKCA marked indelibly with a minimum of 5mm in height. Where size of product is restrictive the marking maybe on the packaging or instruction label.
6. If a product notes a CE marking, please ensure that the UKCA mark is added alongside
7. Please ensure that an EU economic operator label (and the appropriate address) is noted on the product and/or packaging.
8. Failure to meet these requirements will result in the rejection of your order.

### WAREHOUSE REQUIREMENTS

1. All deliveries of 1 pallet or more must be pre-booked. Parcel numbers in excess of 20 will NEED TO BE PRESENTED AS A PALLET(S) WHEN DELIVERING TO BRAND ADDITION WAREHOUSES. WE WILL REJECT DELIVERIES OF 20 OR MORE BOXES, IF NOT PALLETISED. Deliveries below 20 cartons do not need to be pre-booked.
2. Each carton/carton label and accompanying paperwork should clearly show our Purchase Order number (as shown above) and unit of measure.
3. To book a delivery in for pallet/pallets please email [goodsin@brandaddition.com](mailto:goodsin@brandaddition.com) for UK deliveries (Standard pallets only) and [Goodsin.gsk@brandaddition.com](mailto:Goodsin.gsk@brandaddition.com) for German deliveries (Euro pallets only).
4. Failure to follow instructions accompanying this Purchase Order or where re-packing is required due to inadequate/unsuitable or damaged packaging will result in a charge back to the supplier.

### INVOICING REQUIREMENTS

1. Invoices and statements to be emailed to [payments@brandaddition.com](mailto:payments@brandaddition.com) for Brand Addition Ltd and Brand Addition Ireland and to [paymentsgermany@brandaddition.com](mailto:paymentsgermany@brandaddition.com) for Brand Addition GmbH.
2. Please ensure you quote our Purchase Order number (as shown above) on all invoices. Failure to do so will result in non-payment. Payment terms are 60 days as stated in our T & C's unless otherwise agreed.

Supplier Address

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

Delivery Address

LAURA George  
-Brand Addition / BT  
Goods In  
Elevator Road  
Trafford Park  
Lancashire  
M17 1BR  
MANCHESTER  
United Kingdom

Ln#	Quantity	Item #	Description	Unit Cost	Cost
1	500	BT1040	BT Recycled Drawstring Bag Supplier Product Code Country of OriginChina Weight (g)15.00 Intrastat Code42029291  B5369 - Kingsgate Eco Recycled Drawstring Bag White Size: 42 x 34 cm Logo: BT Brand Pantone: 2104C Branding method/size : print Branding position: Centre Compliance Requirments: sticker with Brand Addition's details to each tag - provided by us.  Quantity: 500 Quote Ref: 240790 As per previous order: Please provide a copy of the artwork for approval before sending to production.  Please attach a copy of the delivery note to the shipped goods. Should the quantity of items dispatched differ from the quantity in the order and order acknowledgement, please notify us as soon as possible. Please send with weekly bulk delivery unless requested otherwise.  Deliveries of one pallet or more (or 20 cartons in the case of un-palletised deliveries) must be booked in before delivery. Please contact Goods In at goodsin@brandaddition.com to obtain a delivery reference number. Failure to do this may result in deliveries being refused and/or a charge of £100 against you.  All goods should be delivered to our Trafford Warehouse and should be clearly labelled as per below:  PO Number: (As above) BA Part Code: BT1040 Product Description: Drawstring bag Carton Qty: No of items in each carton Product Batch Number: Your ref Carton Number: 1 of ..., 2 of ..., etc.	0.9900	495.00
1	Carriage	Carriage		132.0000	132.00
Total:				GBP 627.00	

This Purchase Order constitutes an offer by Brand Addition to purchase the above mentioned goods in accordance with our Standard Terms and Conditions of Purchase, a copy of which is available at [www.brandaddition.com/supplier-tc](http://www.brandaddition.com/supplier-tc)

This Purchase Order shall be deemed to be accepted by the supplier on the earlier of: (a) the supplier issuing a written acceptance of the Purchase Order; and (b) the supplier doing any act consistent with fulfilling the Purchase Order, at which point a binding contract for the supply of the abovementioned goods shall come into existence between Brand Addition and the supplier.

Our Standard Terms and Conditions of Purchase apply to the contract to the exclusion of any other terms that the supplier seeks to impose or incorporate, or which are implied by law, trade custom, practice or course of dealing.

Any variation (either over or under) from the quantities on this Purchase Order will be accepted or rejected by us in accordance with our Standard Terms and Conditions of Purchase.

Authorised by: (1) ..... (2) .....

Any order with a value in excess of 5,000 be it £, € or \$ requires two signatures.