



enterprise house  
5 telford close, brunel park  
aylesbury  
bucks hp19 8dz  
t: +44 (0) 1296 484040  
f: +44 (0) 1296 484055

Bagco Limited  
Unit 3  
Churchill Court  
Hortons Way  
Westerham, Kent TN16 1BT

Order Reference: PR1005753  
(Please quote this reference on all correspondence)

Date: 20 August 2015  
Our Ref: 004583  
Our Contact: Rebecca Evans

For the attention of: Sales

**Order Delivery Date: 4 September 2015**

Please supply the following goods / or services in accordance with the instructions specified below and our Terms & Conditions of Purchase. Please acknowledge receipt of this order.

Quantity	Description	Unit Cost Price
300	Rainham drawstring bags, 100 x Green, 100 x Red, 100 x Purple	0.41
300	1 Colour white print of the SEAES Logo	0.26
1	Screen	27.00
1	Delivery	10.00
<b>Repeat Order Number (if applicable): N/A</b>		


Delivery is to HMA Creative at the address above, unless specified below:

Delivery Ref: **Dave Norwood**

Address: **The University of Manchester, Williamson Building, Oxford Road,  
Manchester, M13 9PL, UK**

- Please ensure you supply a print ready artwork proof for approval
- Please dispatch this order under plain cover and using only our delivery note unless requested otherwise
- Upon dispatch, please inform us of the quantity dispatched, the courier used and the tracking number for our records

This purchase order will not be binding unless there is a cost price shown. No invoices will be accepted at a higher cost unless agreed in writing.

Signed: 

**On behalf of HMA Creative**



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## Delivery Note

**Order Number: EAZ1446207**

**HMA Ref: PR1005753**

**HMA Contact: Rebecca Evans**

No claims can be entertained unless notified in writing within 7 days of receipt of goods

**Delivery Ref: Dave Norwood**

**Quantity: 300**

**Address: The University of Manchester  
Williamson Building  
Oxford Road  
Manchester  
M13 9PL  
UK**



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## Confirmation of Delivery

Supplier: Bagco Limited

HMA Contact: Rebecca Evans

Product Description: SEAES Purple Drawstring Bags

Client: University of Manchester, The

Purchase Order Reference: PR1005753

Please complete the information below and return to us via email to [sales@hmacreative.com](mailto:sales@hmacreative.com) or fax to 01296 484055 on the day that you dispatch the goods as ordered from your company.

Your co-operation in supplying us with this information will help us to ensure that all goods dispatched directly to our clients are safely received and accounted for.

Please complete the following information in full. We would like to thank you in advance for your support.

Date of Dispatch: \_\_\_\_\_

Quantity supplied: \_\_\_\_\_

Courier used: \_\_\_\_\_

Tracking Number: \_\_\_\_\_

On Behalf of Supplier:  
(Print Name) \_\_\_\_\_

Date: \_\_\_\_\_