



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

For the attention of: Sales

Order Reference: PR1006693
(Please quote this reference on all correspondence)

Date: 13 January 2017
Our Ref: 005564
Our Contact: Emma Foster

Order Delivery Date: 25 January 2017

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
250	B8714 - Rainham Drawstring Bag Purple	£0.49 each
250	Print per bag	£0.21 each
1	Origination	£25.00
1	Carriage	£10.00
Repeat Order Number (if applicable):		

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

Delivery Ref: **PR1006693**

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

- 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: EAZ1655063

HMA Ref: PR1006693

HMA Contact: Emma Foster

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

Delivery Ref: PR1006693

Quantity: 250

Address: University of Manchester, The

**Williamson Building
Oxford Road
Manchester,
M13 9PL**



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Confirmation of Delivery

Supplier: Bagco Limited

HMA Contact: Emma Foster

Product Description: drawstring bags

Client: University of Manchester, The

Purchase Order Reference: PR1006693

Please complete the information below and return to us via email to 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: _____