

**VENDOR *PACK***

**JAN 2015**

**HOUSE OF FRASER**

SINCE 1849

# **ORDERING PROCEDURE**

## **PLACING AND ORDER**

Orders should be placed on the attached order form and e-mailed to the site you wish to order from. Once your order has been placed, you will receive confirmation from your customer service representative, if you need any further information about the status of your order, you may contact the customer service representative at the relevant site. Please see overleaf for details.

## **ORDER FULFILMENT**

All orders are printed and shipped from our production facilities within an agreed lead-time. Lead time is defined from receipt of your order (before 12pm local time) to actual product shipment. Lead-time for your order is 7 working days. Full details are available from customer services.

Whilst Checkpoint will apply a roundup to each line item, it is your responsibility to order a sufficient quantity to allow for inevitable loss or damage during the attachment process. An additional 5% is recommended. Please note that production cannot begin until catalogue data is available.

## **SHIPMENT**

Allowance should be made for transportation times in addition to the leadtime stated above. All products are priced ex-works. Checkpoint will arrange shipment via preferred couriers, and shipment costs will be charged in addition to the ex works price. Rates vary depending weights, destination and method of shipment. If you prefer to use your own courier or nominated forwarder, and be invoiced directly by them, please state this at the time of order placement, giving your courier name and account number.

## **PACKAGING**

All goods are packed by line number for final shipment to you. A document that details each order at line item level is sent with your order for final shipment.

# CUSTOMER SERVICES

Checkpoint is an approved supplier to House of Fraser. Current Production locations are as follows:

## UK

ADS (United Kingdom) Ltd  
Unit 1, Meadowbank Way  
Eastwood Nottingham NG16 3SB  
United Kingdom

### ACCOUNT MANAGER

Hayley Solomon  
Mob. +44 (0) 7801 559653  
hayley.solomon@eur.checkpt.com

### ACCOUNT CO-ORDINATOR

Amy Whysall  
Tel. +44 (0) 1773 766300  
amy.whysall@eur.checkpt.com

## TURKEY

Checkpoint Checknet Etiket LTD. ŞTi.  
Beylikdüzü OSB Mahallesi  
Bakır ve Pirinç San. Sit.  
Çigdem Cad. No:3<sup>a</sup>  
34520, Beylikduzu/Istanbul

### ACCOUNT MANAGER

Can Gurkan Polat  
cangurkan.polat@eur.checkpt.com

### CUSTOMER SERVICE EXECUTIVE

Cihan Erbey  
cihan.erbey@eur.checkpt.com  
Tel. +0090 212 876 47 85  
Fax. +0090 212 876 47 90

## HONG KONG

Checkpoint Apparel Labelling Solutions Asia Ltd.  
4/F, Block A, Shatin Industrial Centre  
5-7 Yuen Shun Circuit, Siu Lek Yuen  
Shatin, New Territories, Hong Kong

### ACCOUNT MANAGER

Kenneth Leung  
Tel. +852 22758606  
kenneth.leung@checkpt.com

### CUSTOMER SERVICE EXECUTIVES

Frankie Chan  
Tel. +852 2995 8347  
Fax. +852 2527 8408  
frankiehf.chan@checkpt.com

### Sugar Tang

Tel. +852 2275 8426  
Tel. +769 8976 6376  
Fax. +852 2527 8408  
sugar.tang@checkpt.com

## INDIA

Checkpoint Apparel Labeling Solutions  
A1D, Industrial Complex, Anna Salai  
Marai Malai Nagar-603209  
India

### ACCOUNT MANAGER

Arivu Selvaraj  
Mob. +91 9840773950  
arivu.selvaraj@checkpt.com

### CUSTOMER SERVICE EXECUTIVE

Archana Nithyanandam  
Tel. +044 27456002\_162  
Tel. +95 00017431  
archana.nithyanandam@checkpt.com

# BARCODED TICKETS & LABELS

## PRODUCT INFORMATION



CKP REF: HOF3  
HOF REF: TICKET TYPE2

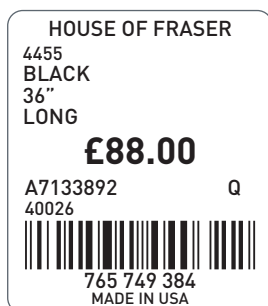
TR: GBP 6.25/1000  
HK: USD 15.53/1000  
IN: INR 900/1000

CKP REF: HOF4  
HOF REF: TICKET TYPE3

TR: GBP 8.65/1000  
HK: USD 10.36/1000  
IN: INR 900/1000

CKP REF: HOF1  
HOF REF: TICKET TYPE1

TR: GBP 18.60/1000  
HK: USD 18.98/1000  
IN: INR 1000/1000



CKP REF: HOF9  
HOF REF: TICKET TYPE9

TR: GBP 8.90/1000  
HK: USD 15.53/1000  
IN: INR 900/1000


CKP REF: HOF6  
HOF REF: TICKET TYPE6  
(Peelable)

TR: GBP 9.47/1000  
HK: USD 15.53/1000  
IN: INR 900/1000

CKP REF: HOF15  
HOF REF: TICKET TYPE15  
(Permanent)

TR: GBP 9.47/1000  
HK: USD 15.53/1000  
IN: INR 900/1000

# ORDER FORM

<b>House of Fraser</b> <b>ORDER FORM</b> TICKETS & LABELS	Your Reference Number	
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COMPANY NAME & INVOICE ADDRESS	SHIP TO COMPANY & ADDRESS (if different from invoice address)

CONTACT	CONTACT
TELEPHONE	TELEPHONE
E-MAIL	E-MAIL

TO CALL OUT PO'S, PLEASE LIST YOUR HOUSE OF FRASER PURCHASE ORDER NUMBERS BELOW


TO ORDER REPLENISHMENT LINES, PLEASE GIVE YOUR LINE ITEM NUMBERS & QUANTITIES REQUIRED BELOW

LINE ITEM NO.	ITEM NO.	QTY	LINE ITEM NO.	ITEM NO.	QTY

Your order will be confirmed by return.  
 Please allow 7 working days for production + delivery time  
 Minimum Order Quantity = 25 per size

Our labels are manufactured using standard textile adhesives. However, as not all fabrics and dyes react in the same way; we strongly recommend you to test and conduct trials on the actual garments to ensure proper function. Contact our customer services representatives for a sample for testing purposes.

