

Purchase Order

Organisation Name

Address Line 1
Address Line 2
City, State ZIP
Phone: (xxx) xxx-xxxx
Email: info@organisation.com

PO Number: _____
PO Date: _____/_____/_____
Reference: _____

Vendor Information

Vendor Name: _____
Contact: _____
Address: _____
Phone: _____
Email: _____

Delivery Details

Delivery Address: _____
Contact Person: _____
Delivery Date: _____/_____/_____

Order Items

#	Description	Qty	Unit	Unit Price	Total
1					
2					
3					
Subtotal					
Tax					
Total					

Terms & Conditions

- All goods/services must be delivered by the specified date.
- Invoices must quote the Purchase Order Number.
- Payment terms: _____.
- Any deviations from the order must be communicated in writing.

Authorised By

Vendor Confirmation