[Your company name]

PURCHASE ORDER

DETAILS

PO number	*[Your own reference, one per order]*
Date	*[DD/MM/YYYY]*
Their quote	*[The supplier's quote number or price list]*
Required by	*[The date the goods must arrive]*
For	*[The job, works order or stock]*
Ordered by	*[Who to call, and their number]*

SUPPLIER

Company	
Contact	*[Name and email]*
Address	

DELIVER TO

Address	*[Goods in, if it differs from yours]*
Opening hours	*[When goods in takes deliveries]*

LINES

Part number	Description	Qty	Unit price	Total
			Subtotal	£
			VAT	£
			Total	£

One line per part, at the price on the supplier's quote. Use your own part number, and the supplier's code if it differs.

TERMS

Delivery	*[Who pays carriage, and any booking needed]*
Certificates	*[Certificates or test reports the goods must come with]*
Payment	*[The payment period and when it starts]*
Paperwork	*[What the supplier must quote]*
Terms	*[Which terms apply]*

Authorised by _____ Role _____ Date _____