Supplier copy

PURCHASE ORDER

Quote the order number on your delivery note and invoice

Registered in England and Wales no.

VAT reg. no.

Order number	Order date	Your quotation	Requisition no.
Ordered by	Cost centre	Delivery by	Payment terms

Supplier	**Deliver to**
Company	For the attention of
Address	Address
Contact	Hours
Supplier ref.	Delivery terms

Goods and services ordered

Code	Description	Qty	Unit	Unit price	Net	VAT %	VAT
				Totals			

Order total

Total net	
Carriage (net)	
VAT on carriage (20%)	
VAT on goods and services	
Order total (GBP)	

Conditions of order

1. This order is placed on our conditions of purchase, which apply to the exclusion of any terms in your quotation, acknowledgement or delivery note. 2. Please acknowledge this order within 3 working days and confirm the delivery date. 3. Goods must match the description and be of satisfactory quality; we may reject goods that do not. 4. Delivery notes and invoices must show this order number; invoices without it may be returned. 5. No change to price, quantity or specification without a written order amendment. 6. Payment 30 days from receipt of a valid VAT invoice.

Requested by

Authorised by (for the company)

Accepted by supplier (name, date)