Purchase Order Template

*Logo (optional)*

# Purchase Order

Date:

PO number:

|  |
| --- |
| **Ship to:** *insert your company name*  *Insert address*  *Insert telephone numbers/email addresses* |

|  |
| --- |
| **Purchase from:** *insert company name*  *Insert address*  *Insert telephone numbers/email addresses* |

|  |  |  |  |
| --- | --- | --- | --- |
| **Shipping method** | **Shipping date** | **Terms** | **Reference** |
| Air | 25/06/2018 | 45 days | 000125 |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Item number** | **Description** | **Quantity** | **Price** | **Total** |
| *75* | *A4 notebooks* | *30* | *£2* | *£60* |
| *120* | *Laptop cover* | *2* | *£10* | *£20* |
| *346* | *Shredder* | *1* | *£30* | *£30* |
|  |  |  |  |  |
|  |  |  | *Sub-total* | *£110* |
|  |  |  | *VAT* | *£22* |
|  |  |  | *Total net* | *£132* |

**Signature: Date:**

*Add any other details here – notes, contact detail. Possibly include tax information*