Purchase Order

Supplier name
Street Address
Town/City
Country
Postcode

Buyer name
Street Address
Town/City
Country
Postcode

PO no.

PO date

Quantity	Description	Unit Price	Amount
Total			

Delivery Address
Street Address
Town/City
Country
Postcode

Delivery Date

Payment Terms

Authorised by

Date:

Original: Supplier / Copy 1: Warehouse / Copy 2: Accounts

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