Purchase Order Form
For [Project Name]

Purchase Order Form

PURCHASE DETAILS

Purchase Order #:
Purchase Order Date:
Date Required by:

DELIVERY DETAILS

From:	To:
Project Name: *Project Address:* *Project Contact Name:* *Project Contact Phone #:*	*Supplier Name:* *Supplier Address:* *Supplier Contact Name:* *Supplier Contact Phone #:*
Deliver To: *Contact Name:* *Contact Address:*	Bill To: *Contact Name:* *Contact Address:*

ORDER DETAILS

Item	Description	Quantity	Unit Price	Total Price
			Subtotal:	
			Other:	
			Total:	

PAYMENT DETAILS

Payment Method: *Method of payment offered (e.g. credit card, check, direct debit, cash)*

<u>Credit Card Details:</u>
Card Type: *(e.g. Visa / MasterCard / Amex / Other)*
Card Number: *xxxx-xxxx-xxxx-xxxx*
Expiration Date: *xx / xx*
Name on Card: *xxxxxxxxxxxxxxxx*

TERMS AND CONDITIONS

List any terms and conditions applicable to this Purchase Order. For example:

- The supplier must validate this purchase order within 24 hours of receipt by confirming that it can deliver the items within stated price and delivery timescales.
- Every item on the Purchase Order must be delivered in full before the Project Manager will release payment to the supplier.
- This Purchase Order is being issued in accordance with Contract # *<supplier contract number>.*