

Purchase Order

Supplier	Delivery Address	Order Date	Purchase Order Number
XYZ Supplier Ltd 30 The Yard	5-6 Wood Street Bath	01/02/2023	P1001001
London SW1 1GH	BA1 1BT		

Ordered By	Required by Date	Job Number	Currency
John Buyer	15/2/2023	18811	GBP
ionhuver@ourcomany.com			

t: 01225 615511

Goods Required

QTY	Product Code	Unit	Description	Price	Total Net	Tax%	Тах	Gross
							Amount	
10	RCD255	Each	Green widgets 40 x 30 x 2	390.00	3900.00	20	780.00	4680
1		Each	Shipping	20.00	20.00	20	4.00	24.00

Total Net £3920.00
Total Tax £784.00
Total Inc Tax £4704.00

Instructions

Please send one copy of your invoice to invoices@ourcompany.com

Please ensure our order number is clearly shown on your invoice

Please notify us immediately if you are unable to ship as specified

This order is made in accordance with our terms and conditions available using this Link

Order Comments		