



## WYE VALLEY COMMUNITY COUNCIL

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## PURCHASE ORDER

**Our reference**

Your reference

Date

**PLEASE QUOTE OUR REFERENCE  
IN ANY CORRESPONDENCE  
REGARDING THIS ORDER**

### PLEASE SUPPLY THE FOLLOWING GOODS OR SERVICES

DESCRIPTION OF GOODS OR SERVICES

DATE OF DELIVERY OR  
COMMENCEMENT OF SERVICES

PERIOD OF SUPPLY  
(If services)

PLACE OF DELIVERY  
(if applicable)

SPECIAL INSTRUCTIONS / REQUIREMENTS

PRICE **EXCLUDING VAT**

AUTHORISED SIGNATURE