

PURCHASE ORDER

PO Trace No

: < PO Trace No >

Payment Method

: < Payment Method >

Supplier

: < Supplier Name >

Project Name

: < Project Name >

Mode of Payment

: < Mode of Payment >

Last Updated On

: < DD-MM-YYYY >

Our References

: < The Person Who Refer the PO>

Supplier Address

: < Supplier Address >

ITEM LIST:

SL	Item Type	Name	Code	Quantity	Rate	VAT/Tax	Total Cost
1	< Item Type >	< Name >	< Code >	00.00 Bag	00.00	0.00	000.00

No. of Item(s):

0

Item Total:

000.00

Discount:

(0.00)

Total VAT/Tax:

(0.00)

Total Tr. Cost:

0.00

Grand Total:

000.00

Approval Details

Singature

< Director Initial >  
Director

Singature

< Project Direct Initial >  
Project Director

EMPLOYER'S REPRESENTATIVE

Agreed, Accepted and Recieved

We order according to conditions and specifications above. Contracts based on this purchase order shall, if not other written agreement has been made between the parties.  
Please acknowledge this order according to the purchase order. This purchases order can be terminated by the employer at any time with notice.  
\*Any VAT and Taxes arising from this Purchase Order is at the responsibility of the supplier.