

**PURCHASE ORDER**

**TO: [Company Name] PO NO: PO16 - -**

Address

Singapore **DATE:**

**PHONE:**  **SHIP-TO:**  8 Somapah Road

Singapore 487372

**FAX:**

**Comments or Special Instructions:**

|  |  |  |  |
| --- | --- | --- | --- |
| **CONTACT PERSON** | **CONTACT NO.** | **PAYMENT TERMS** | **OTHER REMARKS** |
|  |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **QUANTITY** | **DESCRIPTION** | **UOM** | **DELIVERY DAY** | **UNIT PRICE** | **AMOUNT(SGD)** |
|  |  |  |  |  |  |
| **Total:** | | | | |  |

1. All purchases shall be subject to SUTD’s standard Terms and Conditions published on SUTD's website, http://[www.sutd.edu.sg](http://www.sutd.edu.sg/%22%20\o%20%22http%3A//www.sutd.edu.sg/)/procurement.aspx. Where there was a Quotation/Tender exercise leading to this award, the Conditions of Contract issued during the exercise shall apply.
2. The prices indicated in this document are all exclusive of GST.
3. Payment shall be via GIRO.
4. All invoices are to be sent to the **Singapore University of Technology and Design** for processing at this address:

8 Somapah Road, Singapore 487372.

**(Signature)**

**--------------------------------------------**

**[Name]**

**[Designation]**

**[Club Name]**