

# Purchase Order

**1. Purchase Order Number: xxxx**

**TO:**

**Suppliers Address goes here.**  
Business Name  
Suppliers Street/ Road/ Court  
SUBURB STATE POST CODE

**2. SHIP TO:**

**Your address goes here.**  
Business Name  
123 My House Street  
SUBURB STATE POST CODE  
ABN: XX XXX XXX XXX

Product Code	Qty	Required Date	Date of Order	Amount
Widgets	2	31/01/07	01/01/07	\$ 10.00
Gidgets	3	31/03/07	01/01/07	\$ 15.00
Digits	2	31/01/07	01/01/07	\$ 30.00
<b>Total</b>				<b>\$55.00</b>

**4. Authorised Representative: \_\_\_\_\_ Signature: \_\_\_\_\_**

**Terms and Conditions of Supply 3.**

You may like to state the conditions under which you will accept an order. i.e:  
“Please advise if the order cannot be supplied by the required date” or  
“Breakages and damaged stock will be returned at the suppliers expense” or  
“Please make all invoices out to XYZ Trading”.

**Your business address goes here.**

123 My House Street, SUBURB STATE POST CODE  
Ph: xx xxxx xxxxx Fax: xx xxxx xxxx Email: you@yourbusiness.com.au  
Website: www.yourbusiness.com.au  
ABN: XX XXX XXX XXX

**1.** A purchase order number will help to identify the order when communicating with suppliers. It can be used to identify the order, particularly when the order is delivered, it also provides an audit trail, for when invoices are issued by the supplier. You can identify the amounts billed on the suppliers invoice by the corresponding purchase order number.

**2.** You need to place the delivery address for where the order should go. It is important to specify a delivery address particularly if you have a number of offices, stores and or locations.

**3.** You may have certain terms and conditions under which you are prepared to do business with the supplier. By stating these on the purchase order, the supplier has the option to either agree to them or disagree. A supplier will implicitly agree to your terms of purchase, if they supply their product or service, according to the specifications of the purchase order.

**4.** It is important to provide a signature to verify the order being placed.