Purchase order

Order no. | Order date | Quote reference | Currency

Buyer (ordering party)

Name or company name

Full address

Business registration number | VAT or tax number

Telephone | E-mail address

Supplier

Name or company name

Full address

Business registration number | VAT or tax number

Telephone | E-mail address

Items or services ordered

Description and reference	Quantity	Unit price excl. tax	Tax rate (%)	Total excl. tax

Delivery and payment

Delivery address

Delivery wanted by | Delivery charges

Payment terms and deadline

Totals

Total excluding tax

Total tax

Total including tax

This order commits the buyer to the items, quantities and prices above. The supplier accepts it by signing and undertakes to deliver on the terms shown; any change is made in writing.

Buyer's signature

Name in full

Supplier's signature

Accepted

Name in full

Date accepted by the supplier