PURCHASE ORDER

PO number		**PO date**	
Project		**Required by**	
Job no.		**Ordered by**	

SUPPLIER

Supplier		**ABN**	
Contact		**Phone**	
Email		**Quote ref.**	
Address			

DELIVER TO

Site address			
Site contact		**Phone**	
Instructions			

ITEMS

Item	Description	Cost code	Qty	Unit	Rate ($)	Amount ($)
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						

Subtotal (exc GST)	
GST (10%)	
Total (inc GST)	

Quote this PO number on every delivery docket and invoice. All amounts are in Australian dollars.

AUTHORISATION

Authorised by name		**Signature**		**Date**	