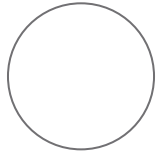


Fact sheet 12: Example purchase order



Your company name and logo

Address
Email
Website
Phone
Mobile
VAT number

To:	PURCHASE ORDER
Address:	Order Number
	Date
	Reference
	Contact
	Contact telephone

Qty	Item	Description	Unit Price	Total

Goods received in good order		
Name	Signature	Date

This is an example that you can adapt for your own use or you can buy from any stationery shop.

