

[COMPANY NAME]

[Company Slogan]

[Company Address]

[Phone Number]

[Fax Number]

PURCHASE ORDER

TO:

[Purchaser Name]

[Company Name]

[Street Address]

SITE ADDRESS:

[Recipient Name]

[Company Name]

[Street Address]

P.O. NUMBER:

[P.O. number]

[The P.O. number

must appear on all

P.O DATE	REQUISITIONER	DELIVER VIA	F.O.B. POINT	TERMS
Pick the Date				

QTY	UNIT	DESCRIPTION	UNIT	TOTAL
		[Description of Item]	R[4.00]	R[4.00]

[Company Address]

[Phone Number]

[Fax Number]

SUBTOTAL	
VAT	[8.2%]
SHIPPING AND	
OTHER	
TOTAL	R[4.33]

Pick the
Date