**PURCHASE ORDER FOR THE SUPPLY OF GOODS**

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| **Purchase Order No: Purchase Order Date:**  **From*:*** *[Contact Person,*  *[Name and address of Purchaser] Telephone Number,*  *Fax Number*  *e-mail address]* |

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| **To:** *[Contact person,*  *[Name and address pf Purchaser]*  *Telephone Number,*  *Fax Number*  *e-mail address*  *supplier reference]*  **Delivery date: Order Value (Nu.):**  **Delivery terms:** |

The *[insert name of procuring agency]* has accepted your Quotation dated *[insert date]* for the supply of Goods as listed below and request you to supply the goods within the delivery date stated above, in the quantities and units and on these Terms and Conditions. For convenience a copy of your signed quotation is attached.

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| ORDER ITEMS | | | | | |
| Item No | Description | Supplier Ref | Unit  Price | Qty | Total  Price |
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In acceptance of this Purchase Order you are requested to sign below, at which time the Contract shall become legally binding upon both parties. You are also requested to confirm that you will be supplying the goods within the Delivery date mentioned above.

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| For the Purchaser: | For the Supplier: |
| Signature | Signature |
| Print name | Print name |
| Designation | Designation |
| Date | Date |