

Purchase Order Sheet

Put an order in writing so the delivery note and the invoice can both be checked against what was actually agreed.

An order placed with a supplier: what, how many, at what price, delivered where and by when.

ORDER IN WRITING, CHECK IN WRITING

A written order is what you check the delivery note and the invoice against. Without one, the price you were quoted is a memory.

Order number

Date

Raised by

Authorised by

Budget or job

Supplier

Their quote reference

Contact

Deliver to

Required by

Delivery method

Line	Part number	Description	Qty	Unit price	Line total	Received

Order total

Terms agreed

Invoice checked against this order