

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