PURCHASE ORDER

Fill in the white and yellow cells. Grey cells calculate automatically.

Your logo

Order

Your company (name and address)

Company contact (name, email, phone)

PO number

PO date

Currency GBP

Reference

Supplier and delivery

Supplier

Supplier address

Supplier contact

Delivery address

Delivery contact

Delivery date

Invoicing and terms

Invoicing address

Payment terms

Delivery terms

Project and budget

Project / budget

Project number

PO description

Item no.	Description	Budget category	Qty	Unit	Unit price	Discount	VAT %	Line total (GBP)

Subtotal (after discount)	0.00
VAT	0.00
Total	**0.00**

Comments to supplier

Approval

Approve against the budget before the order goes to the supplier.

Requested by

Approved by

Approval date

Signature

Template by CostTracker · costtracker.com

PURCHASE ORDER · FILLED EXAMPLE

Illustrative example. Company names and figures are made up.

Your logo

Order

Your company (name and address)
Northfield Interiors Ltd, 12 Mill Lane, Leeds LS1 4AB

Company contact (name, email, phone)
Paula Johnson · paula@northfield.example · 0113 496 0000

PO number	PO-1042-017
PO date	25 Nov 2026
Currency	GBP
Reference	Quote HD-3381

Supplier and delivery

Supplier
Halden Drylining Ltd

Supplier address
Unit 4, Canal Park, Wakefield WF1 2XY

Supplier contact
Sam Patel · sam@halden.example

Delivery address
Riverside House, 3 Quay Street, Leeds LS1 7QE

Delivery contact
Andy Wilson · 07700 900123

Delivery date
7 Dec 2026

Invoicing and terms

Invoicing address
Accounts, Northfield Interiors Ltd, 12 Mill Lane, Leeds LS1 4AB

Payment terms	30 days from invoice date
Delivery terms	Delivered to site, offloaded

Project and budget

Project / budget
Riverside office fit-out

Project number
P-1042

PO description
Partitions and ceilings, floors 2–3

Item no.	Description	Budget category	Qty	Unit	Unit price	Discount	VAT %	Line total (GBP)
1	Plasterboard partitions, 2.7 m	09-200 Partitions	120	m²	38.00	5%	20%	4,332.00
2	Suspended ceiling grid and tiles	09-500 Ceilings	85	m²	42.00	-	20%	3,570.00
3	8-yard skip hire	01-500 Site waste	2	each	280.00	-	20%	560.00
4	Site supervision	01-300 Supervision	3	day	450.00	-	20%	1,350.00

Subtotal (after discount)	9,812.00
VAT	1,962.40
Total	**11,774.40**

Comments to supplier
Work to drawing set A-210 rev C. Site access 07:30–17:00. Quote the PO number on every invoice.

Approval

Approve against the budget before the order goes to the supplier.

Requested by	Approved by	Approval date
Emma Clarke, site manager	James Holt, project manager	25 Nov 2026

Signature