# PURCHASE ORDER

**PO NUMBER:** PO-0001 **DATE:** DD / MM / YYYY

## BUYER

| | |
|---|---|
| **Company Name:** | Your Company Pty Ltd |
| **ABN:** | 00 000 000 000 |
| **Address:** | 123 Business Street, Sydney NSW 2000 |
| **Phone:** | +61 2 0000 0000 |
| **Email:** | purchasing@yourcompany.com.au |

## SUPPLIER

| | |
|---|---|
| **Supplier Name:** | Supplier Pty Ltd |
| **ABN:** | 00 000 000 000 |
| **Address:** | 456 Supplier Road, Melbourne VIC 3000 |
| **Phone:** | +61 3 0000 0000 |
| **Contact:** | accounts@supplier.com.au |

## DELIVERY DETAILS

| | | | |
|---|---|---|---|
| **Delivery Address:** | Same as buyer address | **Required By:** | DD / MM / YYYY |

| # | Description | Qty | Unit Price (AUD) | Disc % | Line Total (AUD) |
|---|---|---|---|---|---|
| 1 | | | | 0% | |
| 2 | | | | 0% | |
| 3 | | | | 0% | |
| 4 | | | | 0% | |
| 5 | | | | 0% | |
| 6 | | | | 0% | |
| 7 | | | | 0% | |
| 8 | | | | 0% | |
| 9 | | | | 0% | |
| 10 | | | | 0% | |

| | |
|---|---|
| Subtotal (excl. GST) | $0.00 |
| GST (10%) | $0.00 |
| **TOTAL (incl. GST)** | **$0.00** |

## NOTES & TERMS

*- Payment terms: 30 days from invoice date*

*- All prices are in Australian Dollars (AUD) and include/exclude GST as shown above.*

*- Please confirm receipt of this purchase order and advise any variations.*

*- Goods must be delivered to the address above by the required date.*

## AUTHORISATION

**Authorised By (Name):**

**Signature:**

**Title / Position:**

**Date:**