|  |  |  |  |
| --- | --- | --- | --- |
| **Purchase Order** | **Date:** [PurchaseOrderDate]  **PO Number:** [PurchaseOrderNumber]  **Expected Delivery Date:**  [PurchaseOrderExpectedDate] |  | |
| **[SupplierName]**  [SupplierAddress1]  [SupplierAddress2]  [SupplierCity] [SupplierPostcode] [SupplierState]  **Attention:** [SupplierContactName] |  | **[BusinessLegalName]**  [BusinessAddress]  ABN: [BusinessTaxNumber] |

|  |  |
| --- | --- |
| **Deliver to:**  [PurchaseOrderDeliveryAddress1]  [PurchaseOrderDeliveryAddress2]  [PurchaseOrderDeliverySuburb] [PurchaseOrderDeliveryState] [PurchaseOrderDeliveryPostcode] | **Delivery Instructions**  [PurchaseOrderDeliveryInstructions] |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Supplier Code** | **Description** | **Quantity** | **Rate** | **Amount** |
| [ProductSupplierCode] | [ProductSKU] [ProductName] | [ProductQuantity] | [ProductBuyPrice] | [ProductAmount] |

|  |  |  |
| --- | --- | --- |
| **Order Weight:** [PurchaseOrderWeight] kg | Subtotal | [PurchaseOrderSubTotal] |
| GST | [PurchaseOrderTaxTotal] |
| **Total** | **[PurchaseOrderTotal]** |