|  |  |  |
| --- | --- | --- |
| **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]** |