| TO USE: select 'File', then select 'Make copy'. | Create better purchase orders with www.paypod.co.za |
| --- | --- |
|  |  |  |  |  |  |  |  |
|  | <Your Company Name> |  |  | PURCHASE ORDER |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |  | Date | **<PO date>** |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  | Order # | **<order number>** |  |
|  |  |  |  |  |  |
|  | **Supplier:** |  | **Bill To:** |  |  |  |
|  |  |  |  |  |  |  |  |
|  | <Contact Name> |  | <Contact Name> |  |  |
|  | <Client Company Name> |  | <Client Company Name> |  |  |
|  | <Address> |  | <Address> |  |  |
|  | <Phone> |  | <Phone> |  |  |
|  | <Email> |  | <Email> |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  | **DESCRIPTION** | **QTY** | **UNIT PRICE** | **TOTAL** |  |
|  |  |  |  | R0.00 |  |
|  |  |  |  | R0.00 |  |
|  |  |  |  | R0.00 |  |
|  |  |  |  | R0.00 |  |
|  |  |  |  | R0.00 |  |
|  |  |  |  | R0.00 |  |
|  |  |  |  | R0.00 |  |
|  |  |  |  | R0.00 |  |
|  |  |  |  | R0.00 |  |
|  |  |  |  |  | **SUBTOTAL** | R0.00 |  |
|  |  | <Terms or Payment Details> |  | **DISCOUNT** | R0.00 |  |
|  |  |  | **SUBTOTAL LESS DISCOUNT** | R0.00 |  |
|  |  |  | **TAX RATE** | 15.00% |  |
|  |  |  | **TOTAL TAX** | R0.00 |  |
|  |  |  |  | **Balance Due** | **R0.00** |  |
|  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |
|  |  |  |  |  |  |  |  |