| 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** |  |
|  |  |  | | | | |  |
|  |  |  |  |  |  |  |  |
|  |  |  | | | | |  |
|  |  |  |  |  |  |  |  |