PURCHASE ORDER

Quote the PO number on every delivery note and invoice. Yellow cells are inputs; totals are formulas.

Buyer:	Example Ltd, 1 High Street, Leeds LS1 1AA	**PO no.:**	PO-2026-0318
Supplier:	Northern Supplies Ltd, Bradford BD1 2AB	**Order date:**	23/11/2026
Deliver to:	Unit 4, Aire Valley Estate, Leeds LS10 1XY	**Deliver by:**	04/12/2026

#	Item and supplier code	Qty	Unit	Unit price	VAT	Net (£)
1	A4 copier paper 80gsm, PAP-A4-80	40	boxes	£21.50	20.0%	£860.00
2	Pallet racking beam 2700 mm, RB-2700	12	pcs	£38.90	20.0%	£466.80
3	Delivery to site	1	drop	£45.00	20.0%	£45.00
4					20.0%	£0.00
5					20.0%	£0.00
6					20.0%	£0.00
7					20.0%	£0.00
8					20.0%	£0.00
9					20.0%	£0.00
10					20.0%	£0.00

Total excluding VAT	**£1,371.80**
VAT (rounded down to the penny)	£274.36
Order total	**£1,646.16**

Payment 30 days from receipt of a valid invoice that quotes this PO number. Goods must match the order; part deliveries only by agreement. Authorised by: _____ Date: ____/____/_____. Example Ltd, registered in England and Wales no. 01234567.