

# Contract Purchase Order

P.O. Number	
Date	
Contract/Agreement Ref.	

Vendor Name	
Vendor Address	
Contact Person	

## Order Details

Item No.	Description	Quantity	Unit	Unit Price	Total Price	Delivery Schedule

## Terms & Conditions

- 1. Delivery Location: \_\_\_\_\_
- 2. Payment Terms: \_\_\_\_\_
- 3. Contract Period: \_\_\_\_\_
- 4. Other Terms: \_\_\_\_\_
- 5. Authorized Signatory must approve each release against contract.

## Authorized Signatures

\_\_\_\_\_  
Buyer/Company Representative  
Date: \_\_\_\_\_

\_\_\_\_\_  
Vendor/Contractor  
Date: \_\_\_\_\_