

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: _____