

Purchase Order for Service Contracts

Supplier

Name:
Address:
Contact Person:
Email:
Phone:

Buyer

Name:
Address:
Contact Person:
Email:
Phone:

PO Number		Date	
Service Contract Ref.		Term	
Start Date		End Date	

Service Details

Description of Service	Scope	Quantity / Frequency	Unit Price	Total
Subtotal				
Taxes				
Total Amount				

Payment Terms

Special Instructions / Notes

Authorized Signature (Buyer)

Date:
Authorized Signature (Supplier)

Date: