

# 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)

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Date:  
Authorized Signature (Supplier)

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Date: