

Schedule 9 – Purchase Order Template – Sample (For Information Only)

DSG

PLEASE PROCEED WITH THE SUPPLY
OF GOODS/SERVICE AS DESCRIBED
IN THIS ORDER.

Purchase Order No:

Page:
Date:

PURCHASE ORDER NUMBER MUST APPEAR ON ALL RELATED DOCUMENTS. FAILURE TO COMPLY MAY RESULT IN DELAYED PAYMENT.

<p>SHIP TO ADDRESS</p> <p>DELIVERY ADDRESS HERE</p> <p>Tel: Fax:</p>	<p>INVOICE TO ADDRESS</p> <p>I&RM Accounts Payable Project Mgr Babcock DSG, Building B15, Donnington, Telford, Shropshire, TF2 8JT, GB</p> <p>Tel: Fax:</p>
<p>SUPPLIER</p> <p>SUPPLIERS ADDRESS HERE</p> <p>Tel: Fax:</p>	<p>Authorized Signature -</p> <p>Authorized by - ORIGINATORS DETAILS HERE Contact - Fax Number - Email <code>FRSTNAME.LASTNAME@babcockinternational.com</code></p>

This Purchase Order shall be subject to the Terms and Conditions detailed in the Contract identified on the PO Line.

Currency:

Line Item No	Item Description	Supplier Item No	Qty	Unit	Req Date	Price	Unit	Discount	Total(Ex VAT)
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SPECIAL INSTRUCTIONS:-

Terms of Delivery: ;

Acknowledged by: Signed: Date..... In the capacity of:.....

Order Disc Total (Excl VAT) Total Value of Order
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<p>Terms and Conditions</p> <p>A Delivery Note must accompany each order delivered and must be marked with PO number, NIN and Qty (Ideally in a Human Readable Barcode 39).</p>
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VAT Registered: 754 818 329