**PURCHASE ORDER**

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| --- | --- | --- | --- |
| **Supply merchant’s name:** | | **Date required:** | **Time required:** |
| **Order number:** | **Job ID number:** |
| **Business name:** | | | **Date of order:** |
| **Business address:** | | | **Special instructions:** |
| **If not the same as business address, address goods are to be delivered to:** | | |
| **Contact person’s name:** |  | |
| **Mobile number:** |  | |
| **Email address:** |  | |

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| --- | --- | --- | --- | --- |
| **Item**  **number** | **Description** | **Quantity** | **Cost per item** | **TOTAL** |
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|  | | | Sub total |  |
| GST |  |
| TOTAL |  |

**Authorised by:**

|  |  |
| --- | --- |
| **Name:** | **Department:** |