

PURCHASE ORDER

Effective date: [DATE]. Complete the bracketed fields and remove unused options before signing.

Buyer: [FULL LEGAL NAME], [ADDRESS], [NOTICE EMAIL].

Supplier: [FULL LEGAL NAME], [ADDRESS], [NOTICE EMAIL].

1. ORDER IDENTIFICATION

Purchase order number: [NUMBER]. Issue date: [DATE]. Buyer contact and invoice address: [DETAILS]. Supplier contact: [DETAILS]. Quote or master agreement reference: [DETAILS OR NONE].

2. ORDER LINES

Item / specification: [DETAILS]. Quantity and unit: [DETAILS]. Unit price and currency: [DETAILS]. Line total: [AMOUNT]. Add one line for each item. Subtotal: [AMOUNT]. Tax: [AMOUNT]. Shipping / other charges: [AMOUNT]. Total order value: [AMOUNT].

3. DELIVERY AND PAYMENT

Ship-to address and delivery deadline: [DETAILS]. Partial deliveries: [PERMITTED / NOT PERMITTED]. Shipping responsibility and risk transfer: [TERMS]. Payment due: [DAYS / MILESTONES]. Invoices must identify this order and delivered items.

4. ACCEPTANCE AND PRECEDENCE

Supplier accepts by [SIGNED RETURN / EXPRESS WRITTEN ACCEPTANCE] before [DATE]. An acknowledgement proposing different terms is not acceptance unless the buyer agrees. Priority among the master agreement, accepted order and attachments: [ORDER]. No substituted goods without written approval.

5. INSPECTION AND CHANGES

Inspection and defect reporting period: [NUMBER] days. Non-conforming supply remedy: [TERMS], preserving mandatory rights and hidden-defect claims. Changes to quantity, price or delivery must be agreed in writing. Cancellation terms for unfulfilled items: [DETAILS].

6. NOTICES AND CHANGES

Notices must be sent to the addresses above by [AGREED DELIVERY METHOD] and take effect on [AGREED RECEIPT RULE]. Each party must promptly notify the other of changed contact details. Changes to this agreement must be recorded in writing and accepted by all affected parties.

7. LAW AND DISPUTES

Governing law: [AGREED LAW]. Courts or other agreed dispute process: [FORUM AND PROCESS]. The parties will first try to resolve a dispute through their named contacts for [NUMBER] days, without preventing urgent relief or missing a legal deadline. Nothing in this agreement removes rights or requirements that cannot lawfully be excluded.

8. COMPLETE AGREEMENT

This document and its completed schedules record the agreement on this subject. If a term cannot be enforced, the remaining terms continue to the extent permitted. Each signatory confirms authority to sign for the named party. Counterparts and electronic signatures may be used where permitted; any additional signing formalities must still be completed.

SIGNATURES

Buyer: [NAME]

Signature: _____ Date: _____

Signing capacity, if applicable: [TITLE / CAPACITY]

Supplier: [NAME]

Signature: _____ Date: _____

Signing capacity, if applicable: [TITLE / CAPACITY]