

# PURCHASE ORDER



### DETAILS

Purchase Order No :  
Order Date :  
Revision No :

### ENQUIRIES

Name :  
Email :

### DELIVER TO

(Please deliver to this address unless otherwise stated below)

### INVOICE TO

### To Supply :

Line	Our Item Ref	Your Item Ref	Description	Quantity	Unit of Measure	Unit Price (Excl. VAT)	Total Cost (Excl. VAT)

Line	Our Item Ref	Your Item Ref	Description	Quantity	Unit of Measure	Unit Price (Excl. VAT)	Total Cost (Excl. VAT)

**Deliver To:**

**Net Total**

### Terms and Conditions

- This order form is for official use by authorised offices of the County Council in respect of items required for use by the Council's organisation.
- In all references to this order please quote the Official Order number including the prefix if any
- This Official Order should be kept by the supplier
- Delivery notes should accompany goods & quote the Official Order number
- Where practicable the whole of the goods should be supplied at one time
- When the order has been completed, the supplier should send an invoice on his own bill head to the address shown above
- Work should not be executed or goods delivered except on receipt of an Official Order
- The acceptance and execution of this order shall be subject to the supplier, as contractor, indemnifying the Cumbria County Council from and against all risk, losses, claims and demands arising out of or in connection with the execution of the work specified herein