



The company name
The company address
<https://www.quollnet.com>

P.O.

To: Supplier Name
Address of supplier
phone, email of supplier
Supplier reference

Purchase Order - rev-1 procurement department
PO Number: 123-456-789 Rev: 2
Date: XX/XX/XXXX
Reference 123-456-789

Dear Sir/Madam,

Kindly deliver the goods / services in the order details table, to the address in delivery information according to the payment terms specified below in accordance with the terms and conditions

Order Details Table

Itm	Ref:	Description	Unit	Qty	Price	Cur	Total
		Subtotal					
		Discount / Advance / Retention					
		TAX (VAT %)					
		Grand Total:					

DELIVERY INFORMATION

Delivery Location / Site: _____
Delivery Contact Person: _____
Expected Delivery Date: _____
Shipping Method:
☐ Local Delivery ☐ Courier ☐ Collection

Incoterms (if applicable): [e.g., DDP, EXW, CIF]

PAYMENT TERMS

Payment Method:
☐ Bank Transfer ☐ Cheque ☐ LC ☐ Other

Payment Terms:
[e.g. Net 30 days / 50% advance / upon del]

Bank Details (if pre-agreed):

By signing this Purchase Order, the Supplier acknowledges receipt and acceptance of all terms and conditions contained herein.

No modification, substitution, or cancellation shall be valid unless approved in writing by the Buyer.

The Supplier confirms that all goods and/or services shall conform to the specifications and standards indicated, and that delivery shall be completed within the agreed time.

Supplier: _____

Buyer: _____

Date: _____

Date: _____

TERMS AND CONDITIONS

1. Scope of Supply

Supplier shall deliver the goods and/or services strictly as described in this Purchase Order. No deviation is permitted without prior written approval from the Buyer.

2. Delivery & Inspection

Goods must be delivered by the specified delivery date. The Buyer reserves the right to inspect and reject any items that do not meet required specifications or standards.

3. Quality and Warranty

All goods supplied must be new, free from defects, and conform to industry standards. The Supplier shall warrant materials and workmanship for a minimum of [X months] from delivery.

4. Packing and Transport

Supplier is responsible for proper packing, marking, and transport of goods to ensure safe delivery.

5. Invoices & Documents

Invoices must reference the correct PO number and include delivery notes, packing lists, and any required compliance certificates.

6. Payment Terms

Payment will be made according to the schedule stated in the PO, subject to satisfactory delivery and submission of complete documentation.

7. Taxes and Duties

All prices are inclusive/exclusive of applicable taxes and duties as stated. Supplier is responsible for all statutory obligations under applicable law.

8. Liquidated Damages / Penalties

Delays in delivery may result in liquidated damages of [X% per week of delay], unless justified and accepted by the Buyer.

9. Force Majeure

Neither party shall be liable for failure to perform obligations caused by events beyond reasonable control (e.g., natural disasters, war, government restrictions).

10. Cancellation / Termination

The Buyer reserves the right to cancel this PO if:

The Supplier fails to deliver within the agreed timeframe, or

Supplied goods/services are non-compliant.

11. Governing Law & Jurisdiction

This Purchase Order shall be governed by and construed in accordance with the laws of [Country].

Any dispute shall be settled under the jurisdiction of [City/Court].

12. Confidentiality

Both parties agree to treat all information exchanged under this PO as confidential.

13. Health, Safety & Environment (HSE) (Construction-specific)

The Supplier shall comply with all site safety regulations and environmental standards. Any non-compliance may result in rejection or suspension of work.

14. Retention / Warranty Holdback (if applicable)

[_] % of the total amount may be retained until completion or warranty period, as defined by project terms.