|  |  |  |
| --- | --- | --- |
| Icon  Description automatically generated | Zahara Systems Ltd  5-6 Wood Street  Bath BA1 1BT | **Purchase Order** |

|  |  |  |  |
| --- | --- | --- | --- |
| **Supplier** | **Delivery Address** | **Order Date** | **Purchase Order Number** |
| XYZ Supplier Ltd  30 The Yard  London  SW1 1GH | 5-6 Wood Street  Bath  BA1 1BT | 01/02/2023 | **P1001001** |

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| --- | --- | --- | --- |
| **Ordered By** | **Required by Date** | **Job Number** | **Currency** |
| John Buyer  [jonbuyer@ourcomany.com](mailto:jonbuyer@ourcomany.com)  t: 01225 615511 | 15/2/2023 | 18811 | GBP |
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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Goods Required** | |  |  |  |  |  |  |  |
| **QTY** | **Product Code** | **Unit** | **Description** | **Price** | **Total Net** | **Tax%** | **Tax Amount** | **Gross** |
| 10 | RCD255 | Each | Green widgets 40 x 30 x 2 | 390.00 | 3900.00 | 20 | 780.00 | 4680 |
| 1 |  | Each | Shipping | 20.00 | 20.00 | 20 | 4.00 | 24.00 |
|  |  |  |  |  |  |  |  |  |

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| --- | --- |
| **Total Net** | £3920.00 |
| **Total Tax** | £784.00 |
| **Total Inc Tax** | £4704.00 |

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| **Instructions** |
| Please send one copy of your invoice to **invoices@ourcompany.com** |
| Please ensure our order number is clearly shown on your invoice |
| Please notify us immediately if you are unable to ship as specified |
| This order is made in accordance with our terms and conditions available using this Link |

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| **Order Comments** |
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