Worked example - fictional businesses. Replace every detail with your own.

Purchase order

PO number	PO-0118
Delivery needed by	21/11/2026

Order date	14/11/2026
Payment terms	30 days from invoice

Buyer	Riverside Community Cafe	**Supplier**	Sample Supplies Ltd
Address	4 Sample Road, Anytown AB3 4EF	**Address**	Unit 7, Example Park, Anytown AB7 8JK
Contact	Sam Taylor	**Contact**	Orders desk
Email / phone	cafe@example.co.uk	**Email / phone**	orders@example.com

Deliver to As buyer address, back door, 8am to 12pm

Item code	Description	Qty	Unit price	Amount
CUP-08	Paper cups, 8oz (box of 1,000)	2	£38.00	£76.00
NAP-02	White napkins (pack of 500)	4	£6.50	£26.00
STR-10	Paper straws (box of 250)	3	£4.20	£12.60

Subtotal	£114.60
Delivery	£5.00
VAT (if charged)	£0.00
Order total	**£119.60**

Special instructions
Please confirm availability by email and quote PO-0118 on the delivery note and invoice.

S Taylor
Authorised by

14/11/2026
Date

How to use this template

A purchase order is a written request from a buyer to a supplier to supply goods or services at an agreed price. Fill it in on screen or print it and write by hand.

1. **Number the order.** Give every order a unique number such as PO-0001 so invoices and deliveries can be matched to it.
2. **Fill in both parties.** Add the buyer's and supplier's names, addresses and contacts, and where the goods should be delivered.
3. **List what you want.** One line per item with the supplier's item code, quantity and agreed unit price.
4. **Add the totals.** Include delivery and any other charges. Only use the VAT line if VAT applies to your order.
5. **Authorise and send.** Sign and date it, send it to the supplier, and keep a copy to check against the delivery and invoice.

This template is not legal or tax advice. Agree terms and conditions with your supplier separately.