

PURCHASE ORDER CHECKLIST

Please complete and attach the Purchase Order Checklist to your Purchase Order:

- PO must be on your organization's letterhead with company logo
- Include the PO date (within 30 days of today's date)
- Include the PO number
- Include any shipping charges
- Pricing and payments must in be in Pounds Sterling
- Include complete bill-to and ship-to addresses
- Include "Net 30" terms on your PO
- Include a complete product description with correct price
- No POs with delivery, ship-by, or required-by dates
- Initial and date any handwritten or overtyped amendments to the PO

By signing this, I understand and agree to the above terms and policies:

Purchaser's Name

Signature

Date

Title

Company Name

Purchase Order #

Return this form completed along with your Purchase Order .