

Portishead Town Council Purchase Order



Date:

Purchase Order number (please add to your invoice):

Supplier

- Name:
- Contact:
- Address:
- Tel:
- Email:
- All new suppliers should complete a supplier form available at

	Description	Price per unit	Quantity	Total price
Goods / Services				
Goods / Services				
Goods / Services				
Goods / Services				
Goods / Services				
Goods / Services				
Goods / Services				
Goods / Services				
			Sub total	
			VAT	
			Total	

Council contact:

Invoice address: The Folk Hall, 95 High Street, Portishead, Bristol, BS20 6PR

Delivery details (if applicable):

- Address:
- Date:
- Instructions:

Cost codes (internal use only):

Any queries should be raised with the named Council contact to avoid payment delays.