|  |  |  |  |
| --- | --- | --- | --- |
| [Own Organisation]  [Own Org Address] | |  |  |
| Telephone  Fax  Email  Website | [Own Org Telephone]  [Own Org Fax]  [Own Org Email]  [Own Org Website] |

**Customer Order**

|  |  |  |
| --- | --- | --- |
| [Customer Name]  [Customer Address]  [Customer VAT Number] | Order Reference: | [Order Reference] |
| PO Number: | [Customer Reference] |
| Order Date: | [Order Date] |
| FAO: | [FAO] |
| Prepared By: | [Assigned To Name] |

**[Order Name]**

<repeat\_table>

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Quantity** | **Product Code** | **Description** | **Unit Price** | **Discount** | **Line Total** |
| [Quantity] | [Product Code] | [Line Description] | [Unit Price] | [Discount]% | [Line Net] |

</repeat\_table>

|  |  |
| --- | --- |
| Subtotal | [Net Amount] |
| VAT | [Tax Amount] |
| Total | [Gross Amount] |

|  |  |
| --- | --- |
| **Comments:** | [Comments] |
| **Payment Terms:** | 30 days |
| **Terms and Conditions:** | Terms and Conditions can be found on our website |

|  |  |
| --- | --- |
| **PO Number** |  |
| **Print Name** |  |
| **Position** |  |
| **Signature** |  |
| **Dated** |  |