

Purchase Order Template uk

Governed by the Sale of Goods Act 1979, the Consumer Rights Act 2015, and the law of England and Wales

1. PURCHASE ORDER DETAILS

Purchase Order No.: Date of order:
Required delivery date:

2. BUYER

Buyer/Company name:
Address:
Company Registration No. (if any):
Contact name: Contact email/telephone:

3. SELLER/SUPPLIER

Seller/Supplier name:
Address:
Company Registration No./VAT No. (if any):
Contact name: Contact email/telephone:

4. DELIVERY ADDRESS

Deliver to:
Address (if different from Buyer's address above):

5. ORDER DETAILS

This Purchase Order ("Order") is issued by the Buyer for the supply of the goods and/or services described below, on the terms set out in this document. The Order becomes a binding contract between the Buyer and the Seller on the Seller's acceptance of the Order, whether by written confirmation, delivery, or commencement of performance.

1. Item:		Qty:		Unit Price: £	
2. Item:		Qty:		Unit Price: £	
3. Item:		Qty:		Unit Price: £	
4. Item:		Qty:		Unit Price: £	
5. Item:		Qty:		Unit Price: £	
Subtotal: £				VAT (if applicable): £	
Total order value: £					

6. DELIVERY TERMS

Time for delivery is not of the essence unless expressly stated otherwise in writing. The Seller shall notify the Buyer promptly of any anticipated delay. Risk in the goods shall pass to the Buyer on delivery, and title shall pass on the later of delivery or payment in full, unless otherwise agreed in writing.

Delivery method: Incoterm (if applicable):

7. PAYMENT TERMS

Payment terms (e.g. 30 days from invoice): Payment method:
Unless otherwise agreed in writing, the price stated is exclusive of VAT, which shall be added at the rate applicable at the tax point in accordance with the Value Added Tax Act 1994.

8. QUALITY AND CONFORMITY OF GOODS

Where the Buyer is acting as a business, the goods supplied shall correspond with their description, be of satisfactory quality, and be reasonably fit for any purpose made known to the Seller, in accordance with the Sale of Goods Act 1979. Where the Buyer is a consumer, the goods and any services supplied shall additionally meet the standards required by the Consumer Rights Act 2015, including as to satisfactory

quality, fitness for purpose, and conformity with description.

9. REJECTION AND RETURNS

The Buyer may reject goods that do not conform to this Order or to the statutory requirements referred to in Section 8, and shall notify the Seller of any rejection within a reasonable time of delivery. Rejected goods shall be returned at the Seller's cost, and the Buyer shall be entitled to a full refund or replacement at the Buyer's election, without prejudice to any other remedies available at law.

10. CANCELLATION AND VARIATION

The Buyer may cancel this Order, in whole or in part, by written notice at any time before dispatch of the goods or commencement of the services, subject to payment of any reasonable costs the Seller has already and unavoidably incurred. No variation to this Order shall be effective unless agreed in writing and signed by both parties.

11. GENERAL

(a) This Order, once accepted, constitutes the entire agreement between the parties relating to its subject matter, and supersedes any of the Seller's standard terms to the extent they conflict with this Order. (b) If any provision of this Order is held to be invalid or unenforceable, the remaining provisions shall continue in full force and effect. (c) This Order, and any dispute or claim arising out of or in connection with it (including non-contractual disputes or claims), shall be governed by and construed in accordance with the law of England and Wales, and the courts of England and Wales shall have exclusive jurisdiction to settle any such dispute or claim.

12. AUTHORISATION

This Order is authorised for issue by the Buyer as set out below.

Signature:

Date: Print Name:

Position/Title: