Contractor Lgo

Contractor Name
Project Name
LOCAL PURCHASE ORDER
P.O. Box xxxx ,City – Country , Tel: xxxx, Fax: xxxx

Ref. No. CO-COM-PRO-PO-NA-11-0000N

Date :

Company :

Address :

Tel. No. :
Fax No. :

For the Attention of

Dear Sirs,

PROJECT NAME
CONTRACT NO. ....
SUBJECT : ....
PURCHASE ORDER NO. ....

This has reference to the following correspondence made between ourselves on the above subject.

Our reference [hereinafter called “Buyer”]

Your reference [hereinafter called “Seller”]

We are pleased to place an order with you for the supply of “______________” in accordance with the following terms and conditions.

1.0 Scope of Supply

2.0 Quantities

3.0 Purchase Order Value

4.0 Delivery Schedule

5.0 Packing

6.0 Terms of Payment

7.0 Certification & Marking

8.0 Documentation

9.0 Buyer's Name & Address

10.0 Documentation Certification Requirements

10.1 INVOICE : A signed Commercial Invoice in 3 original plus Three (3) copies certifying that goods are manufactured by ....the Country of Origin of the goods, contents are true and authentic, prices correct and current, net/gross weight and name of Carrying Vessel and that this is the only invoice issued for the goods described therein. The original and all copies of the invoice must include the certification stating that the goods are of ______________________ origin.

"We hereby certify that the goods enumerated on this Invoice are of ___________ origin".

The original and copy must be certified by the competent Chamber of Commerce and stamped by the Country Consulate/Embassy in the country of manufacture.

10.2 CERTIFICATION OF ORIGIN : In a original plus two (2) copies giving (A) Country of Origin of goods; (B) Name of manufacturer, both the original and copies must be certified by the competent Chamber of Commerce and stamped by the Country Consulate/ Embassy in the country of manufacture.

11.0 Shipping Mark

The following shipping marks shall be stencilled using oil bound paint on at least two sides of each package.

12.0 <u>Others</u>

The following are standard notes in the Purchase Order which the Seller has to fully comply with.

12.1 The Seller by accepting this order agrees to all instructions and conditions herein and attached hereto the exclusion of any conditions which may have been submitted at anytime.

12.2 The Seller shall sign and return within 3 days the attached acknowledgement of order.

12.3 Payment will not be made until all documentation has been supplied in the form and in the manner specified in this order.

12.4 Seller must advise net and gross weight and dimensions, where applicable, at the time of dispatch, such advice must be in duplicate and sent to the above address.

12.5 The Seller agrees that this Purchase Order No. ______________________ is to be quoted in all communications.

Please acknowledge upon acceptance of the above by signing in the space provided and fax/e-mail it back to Contractor Name, City - Country, within the next three (3) days.

For and on behalf of
For Contractor

For and on behalf of

PROJECT MANAGEMENT