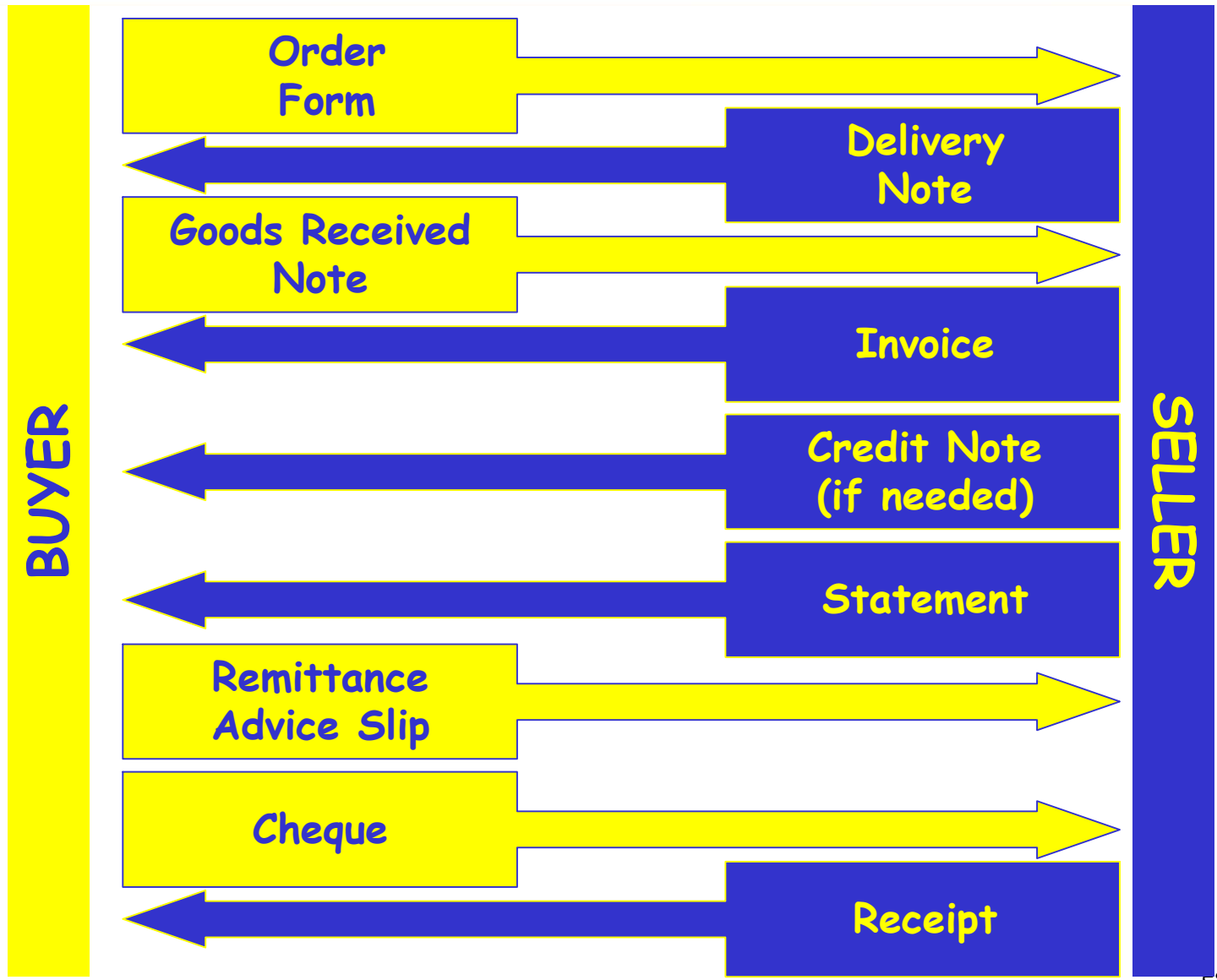




The Purchase Order Form





The Purchase Order Form



- What is the purpose of this document?
 - To order goods and services
- Who completes it?
 - The buyer
- What happens to it?
 - The buyer will fill it in and sent it to the seller
- Why must it be accurate?
 - Mistakes will mean the wrong products will be ordered

