

CASS FINISHING PRODUCTS

6 Goodenough Ave, Epping 2, 7600 | 021 593 0929 | info@cassfp.co.za

PURCHASE ORDER

Example PO format. Complete and upload via our contact form or email info@cassfp.co.za.

PO NUMBER

ORDER DATE

REQUIRED DELIVERY DATE

CUSTOMER DETAILS

COMPANY / CUSTOMER NAME

COMPANY VAT REGISTRATION NUMBER (IF APPLICABLE)

CONTACT PERSON

PHONE

EMAIL

BILLING ADDRESS

DELIVERY ADDRESS (IF DIFFERENT)

ORDER ITEMS

ITEM / CODE	DESCRIPTION	QTY	UNIT PRICE	LINE TOTAL

ORDER NOTES / SPECIAL INSTRUCTIONS

SUBTOTAL

VAT

ORDER TOTAL

NEXT STEP

Upload this completed example PO with our contact form or email it directly to info@cassfp.co.za.

Please ensure item descriptions, quantities and delivery details are complete.