

# Purchase Order

**TO**

TestBase  
P O Box 208  
Newcastle upon Tyne  
NE3 1FX

NE3 1FX  
Tel  
Email

**FROM**

Oxford Park Shcool  
Oxford Park School,  
Park Lane,  
Oxford,  
OX5 2RJ

Tel 01543009123  
Email

Date **17 MAY 2018**  
Order Reference

Order No **ST 80**  
**COPY ORDER**

Description	Stock code	Quantity	Unit price	Total (Exc VAT)
Tennis Balls	0	10.00	5.00	50.00
Rackets	0	10.00	15.00	150.00

<b>FAO</b>	<b>Total Ex VAT</b>	200.00
	<b>VAT Element</b>	40.00
	<b>TOTAL ORDER VALUE</b>	240.00

Authorised by \_\_\_\_\_ (Signed) \_\_\_\_\_ (Printed)

**Conditions of Order**

1. The Council will not be liable for any work done or goods supplied other than that stated on an official order duly approved by an authorised officer.
2. All goods must be delivered carriage paid unless otherwise agreed in writing.
3. Goods shall be accompanied by an advice or delivery note quoting the official order number.
4. After delivery of the goods or execution of the work an invoice quoting the official order number should be sent to the above invoice address
5. Goods must be delivered to the above delivery address unless this order is marked 'collect'.
6. The order is placed subject to the Council's standard condition of contract, acopy of which will be supplied on request.