

PURCHASING AND SHIPPING ORDER FORM

xxx co., ltd.

Address: Tel: Fax:

order form

supplier:

Contact:

Telephone:

cell phone:

fax:

Purchase Order Number:

Purchase requisition number:

Order date:

serial number	material code	Material name	Material specification	unit	quantity	unit price (RMB)	Amount (RMB)	delivery date
1							123.00	
2								
3								
4								
5								
6								
7								
8								
9								
10								

人民币/通用格式元整

¥123.00

Remark:

1. The above prices include tax, and the invoice provided by the supplier is: Special VAT invoice: Tax rate: _____

General commodity sales invoice: _____

2. Payment term and method: _____

3. Delivery address: (1) **** Co., Ltd. warehouse; _____

(2) Other designated places: _____

4. Quality requirements: _____

5. When delivering the goods, the supplier should provide the delivery receipt with the company's special shipping seal. The name of the material, specification and model in the delivery receipt should be marked with the order number on the order form. The form is consistent with this order.

6. The supplier should sign and return the order within 24 hours. If it is overdue, it is deemed that the supplier has accepted all the terms and conditions of the order. If the material is not according to the order requirements, **** Porcelain Co., Ltd. will reserve the responsibility of the supplier's right.

Signature (seal) of the supplier's authorized person

Signature (seal) of the authorized person of xx Co., Ltd.