

Appendix 1 – Example Purchase Order



Company Name

Street
Town
County
Post Code

Deliver To:
Renfrewshire House, Cotton Street

Paisley
Renfrewshire
PA1 1WB

Purchase Order: 600006097

Order Date: 10/09/2025
Queries to: John Smith
Tel: 01414870845
Email: Requisitioners email

**You must quote your Purchase Order
number on all delivery notes and invoices.**

Invoice To:
Email: bw_test@renfrewshire.gov.uk

Renfrewshire Council
Purchase to Pay Team
2nd Floor, Renfrewshire House
Cotton Street
Paisley
Renfrewshire
PA1 1JB

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Line No.	Product Code	Item Description	UOM	Qty	Unit Price	Total
1	ABC123	Logo Design	EA	1	100.00	100.00
2	ABC456	Website Design	EA	1	1000.00	1000.00
Total Order (Excl. VAT) :						£1,100.00

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