COLLECTIVE STUDIO · FREE PURCHASE ORDER TEMPLATE

Purchase Order

The buyer's written order to the factory. Fill it in from your quote, your tech pack and your approved sample, sign it, and ask the factory to sign it back.

1. Order

PO number		PO date		Rev. no.		Quote reference	

Buyer		Supplier	
Company		Company	
Contact name		Contact name	
Email / phone		Email / phone	
Address		Factory address	
Company no. (UK) or ACN (Australia)			
Tax or business number			
EORI (UK) or ABN (Australia)			

2. Styles

One row per style. Use the style number from your tech pack, and name the tech pack version and the approved sample the factory is to copy.

Style no.	Description	Fabric and colourway reference	Tech pack version	Approved sample ref.

3. Quantities

One line per style and colour. Write the pieces per size, then add up each line and each size.

Style no.	Colour	XS	S	M	L	XL	2XL	Total
Total per size								

4. Price and payment

Style no.	Pieces	Unit price	Currency	Line total
Order total				

Freight		Tax or duty		Deposit		Total payable	

Payment terms	

5. Delivery

Incoterm and named place The rule, the place, and "Incoterms 2020"	
Ex-factory date The day the goods leave the factory	
Required delivery window First and last day the goods may arrive	
Ship-to address	
Shipping mode	☐ Air ☐ Sea ☐ Courier
Part shipments	☐ Allowed ☐ Not allowed
Freight forwarder If the buyer appoints one	
Quantity tolerance How far a line may differ from the order	Over: _____ % Under: _____ %
If shipment is late (agreed term)	

6. Quality

Inspection standard and AQL level For major and for minor defects	
Who inspects, and when	
Measurement tolerances Refer to the size chart in the tech pack	
Colour and trim approvals Lab dips, strike-offs and trims approved, with dates	

7. Labelling and packing

Labels Main, size, care and fibre content, country of origin	
Hang tag and barcode	
Fold and bag	
Pieces per carton One size and colour per carton, or mixed	
Carton marking What is printed on every carton	

8. Documents required

The papers the factory sends with or before the shipment. Tick each one you need.

- ☐ Commercial invoice
- ☐ Packing list by colour and size
- ☐ Bill of lading or air waybill
- ☐ Certificate of origin
- ☐ Inspection report
- ☐ Other: _____

9. Signatures

Terms and governing law The terms that apply, and whose law	

This order is made to tech pack version _____ and to approved sample ref. _____ . For more than one style, see section 2. The supplier signs to accept the order. Keep a copy signed by both sides.

Buyer		Supplier	
Name		**Name**	
Signature		**Signature**	
Date		**Date**	