PURCHASE ORDER

DRC Procurement Office Contact details

Date:		**PO No:**	
To: (supplier)		**Ship to:** (DRC address)	***DRC internal use***
			OR ref:
Supplier Reference:		**Delivery Terms:**	
		Delivery Date:	
Currency:		**Payment Terms:**	

OR Item NO	**Item NO:**	**Item Description:**	**Unit:**	**Qty:**	**Unit Price:**	**Total:**
						-
						-
						-

Invoice Address
Insert DRC Address for the Invoice to be delivered/sent to here

VAT:	
Sales Tax:	
Freight:	
Grand Total:	

General Instructions

1. Please retain this first original and return the second original duly signed and dated as evidence of your acceptance of this order.
2. Please refer to this Purchase Order number in all correspondence concerning the order.
3. Please supply 2 copies of your invoice. Please indicate clearly your Bank Account details in all your invoices.
4. The following documents shall be deemed to be an integral part of this Procurement Contract:
   a) The DRC General Conditions of Contract for the Procurement of Goods
   b) The Delivery Schedule*
   c) The Shipping and Documentation Instructions*
   d) The DRC Bid Form signed by the Supplier
   e) The DRC Code of Ethics
   *=*Delete document not applicable*

For the Supplier	For the Danish Refugee Council
Name: ____________________________________	Name: ______________________________________
Date: _____________________________________	Date: ______________________________________