



## Purchase Order Form for Libraries and Schools

Purchaser's Name: \_\_\_\_\_

**Delivery Address:**

Organisation/Building: \_\_\_\_\_

Dept/Unit: \_\_\_\_\_

Street: \_\_\_\_\_

Postal Code: \_\_\_\_\_

Contact Tel. No: \_\_\_\_\_

Contact email: \_\_\_\_\_

Book Titles from <a href="http://www.store.simplicitysg.net">www.store.simplicitysg.net</a>	Quantity	Unit Price	Sub-Total (S\$)
1.			
2.			
3.			
4.			
5.			
Discount (if applicable)			
Total Amount (S\$)			

Signature and Name: \_\_\_\_\_

Comments: \_\_\_\_\_

Official Stamp and Date:

Payment Option (indicate by tick):

<input type="checkbox"/>	Cash on delivery OR Cheque on delivery
<input type="checkbox"/>	Cheque after delivery*
<input type="checkbox"/>	e-invoice through Vendors@SG.*

**\*Note:** Default due date for payments is within 3 days after delivery/invoice. For longer payment periods please contact us.