

Purchase order

A purchase order is a contract between the purchaser and the supplier.

Documenting all details of the purchase on an order is a perfect way to ensure there are no ambiguities in the purchase.

There are many ways to present a purchase order, here's a quick checklist of the types of information that should be included:

- Deliverables and fees. For example:
 - Design fee: how many designs you are expecting?
 - Artwork fee: is it based on a page rate?
 - Corrections: how are corrections to be charged?
 - Project management fee: is it an hourly or a flat rate?
 - Couriers/delivery fee
- Deliverables and fees. For example:
 - Design fee: how many designs you are expecting?
 - Artwork fee: is it based on a page rate?
- Printing:
 - Include quantity, size, extent, stock specifications, types of binding, delivery address and deadline as a minimum.
 - Also include special packing requirements if needed (eg interstate delivery or long-term storage).

