



Purchase Order

**A B SAMPLE
1 ANY ROAD
ANY TOWN
ANYSHIRE
AB1 1BA**

PO number/date
3000000465 / 24.03.2006

Any queries, please contact / telephone

Our Reference
Yell Client

Please deliver to:

Yell Client
Yell Limited
Queens Walk, Oxford Road
Reading, Berkshire
RG1 7PT

Invoices should quote the PO number and be sent to:

Accounts Payable Department
Yell Limited, 3rd Floor
Queens Walk, Oxford Road
Reading, Berkshire
RG1 7PT

Please supply the undermentioned goods or services to the specified address in accordance with instructions below and conditions of purchase. If you did not receive the conditions of purchase with this order please email purchasing@yellgroup.com to request a copy.

A Delivery Note must accompany the goods.

Description	Delivery date	Order qty	Unit	Price per unit	Net value
WIDGETS	25.03.2006	10	each	10.00	100.00
Total net item val. excl. VAT GBP					100.00