

White
Blue
Green
Pink
Yellow

SERVICES
PURCHASE
RENTAL

Suppliers Copy	White
Accounts Copy	Yellow
Accounts Copy	Pink
Prod Office Copy	Green
Buyer or Dept Copy	Blue

SET NAME: APPROVED: PROD. CONTROLLER

☐ PURCHASE or ☐ RENTAL ORDER

PURCHASE ORDER#:

PO# must appear on all: Invoices, Shipping Labels, Bill of Loading, Receipts & Packages.

DIRECT ALL INVOICES TO:

RELATED PARTY RENTAL: YES ____ NO ____

DATE:

ACCOUNTING
USE ONLY

Qty	Description (Item/Intended Use)	Rental Beginning Date	Rental Ending Date	Total (Exc. VAT)	Account Coding
PURCHASE ORDER TEMPLATE 3					

PURCHASE ORDER NOT VALID UNTIL APPROVED BY UPM AND FC
OR POST PRODUCTION EXECUTIVE IF REGARDING POST ACTIVITIES

Total (Exc. VAT):

VAT:

TOTAL:

Currency:

USD	
GBP	
EURO	
OTHER	

NO INVOICE WILL BE ACCEPTED UNLESS ABOVE ORDER NUMBER IS QUOTED

REQUESTOR NAME/DEPARTMENT

DEPT APPROVAL

ACCOUNTANT APPROVAL

UPM APPROVAL

☐ PURCHASE or ☐ RENTAL ORDER

PO NUMBER:

Date Ordered: _____

SUPPLIER:

Address:

Phone:

Fax:

Contact:

RENTAL DETAILS:

Start Date: _____

End Date: _____

No. of weeks: _____

Ordered by: _____

Dept: _____

Set No: _____

Acct. Code: _____

**NO INVOICE WILL BE ACCEPTED UNLESS ABOVE ORDER NUMBER IS QUOTED
PAYMENT IS NOT GUARANTEED UNLESS ORDER HAS BEEN AUTHORISED BY PRODUCTION**

This Purchase Order is subject to and governed by the terms of any fully-executed written agreement between the Production Company and Supplier relating to the goods or services which has been signed by a duly authorised representative of the Production Company, If there is no such applicable agreement, this Purchase Order is subject to the Terms and Conditions overleaf which shall apply to the exclusion of and prevail over any other terms and conditions.

[illegible]**Delivery / Collection:**

NET

Currency:

USD	
GBP	
EURO	
OTHER	

Dept Head:

UPM / Producer:

Accounting:

PURCHASE ORDER

P.O.#

MUST APPEAR ON ALL INVOICES

DATE _____

SUPPLIER:
COMPANY

ADDRESS

VAT #

CONTACT

PHONE

DIRECT ALL INVOICES TO:

DELIVER TO:

PURCHASE/RENTAL (circle one) **RENTAL PERIOD:** _____ to _____ **CURR:** _____

[illegible]

SET # :

ACCT CODE:

Subtotal:

VAT:

TOTAL:

- 1.) PLEASE INDICATE WHERE ITEM ORDERED IS AN "ASSET" BY USING (A)
- 2.) PURCHASE ORDER IS INVALID UNTIL APPROVED BY UPM AND FINANCIAL CONTROLLER
- 3.) NO INVOICE WILL BE ACCEPTED FOR PAYMENT UNLESS ABOVE ORDER NUMBER IS QUOTED
- 4.) ALL ORDERS ARE SUBJECT TO THE TERMS AND CONDITIONS PRINTED OVERLEAF

REQUESTED BY	DEPT	DEPT APPROVAL	ACCOUNTS APPROVAL	UPM APPROVAL	STUDIO APPROVAL	TRANS #

Supplier's Copy: White

Accounts Copy: Blue

Accounts Copy: Green

Department Copy: Pink