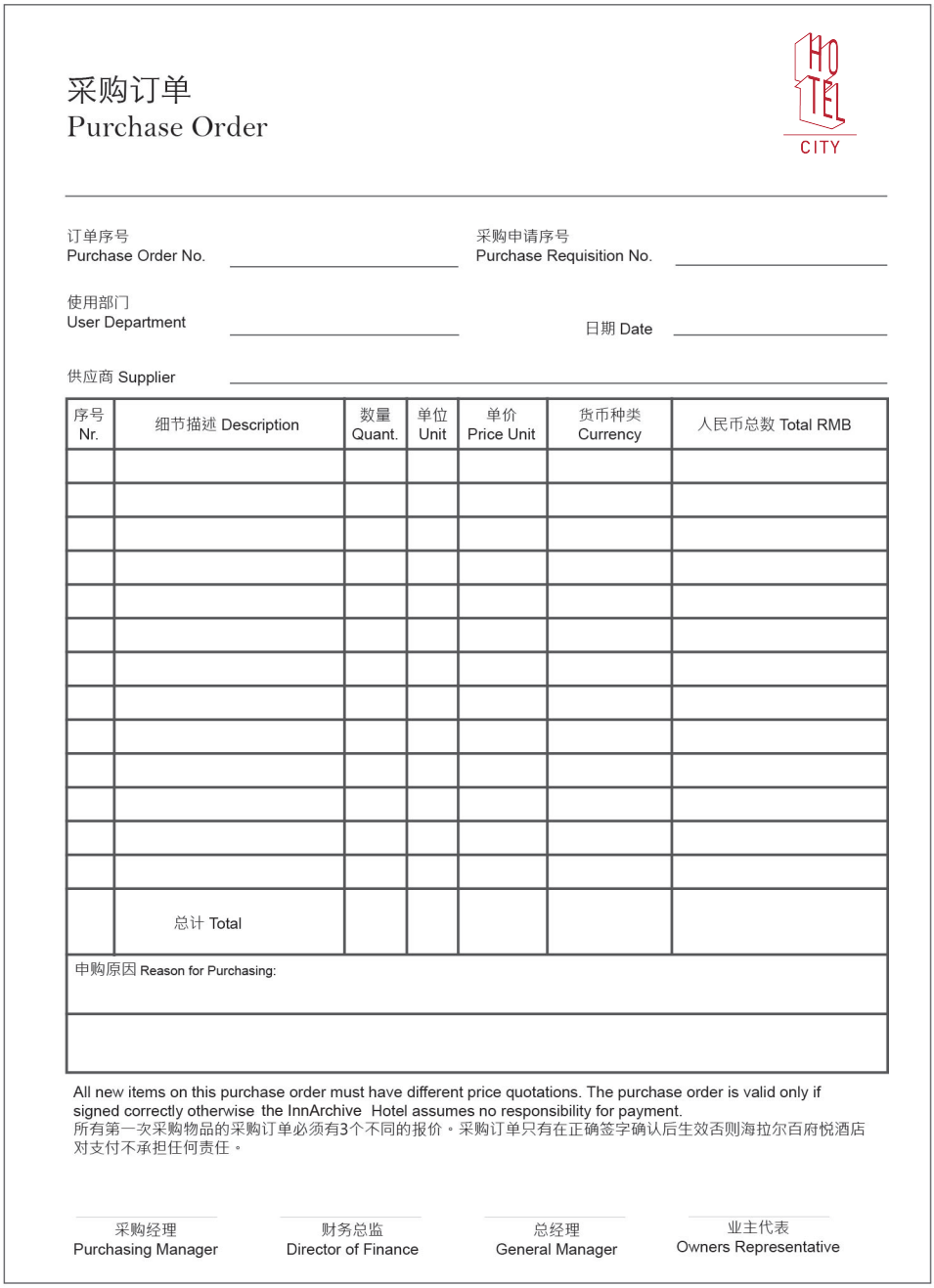

采购订单
Purchase Order

HOTEL CITY

订单序号
Purchase Order No. _____

采购申请序号
Purchase Requisition No. _____

使用部门
User Department _____

日期 Date _____

供应商 Supplier _____

序号 Nr.	细节描述 Description	数量 Quant.	单位 Unit	单价 Price Unit	货币种类 Currency	人民币总数 Total RMB
	总计 Total					

申购原因 Reason for Purchasing:

All new items on this purchase order must have different price quotations. The purchase order is valid only if signed correctly otherwise the InnArchive Hotel assumes no responsibility for payment.
所有第一次采购物品的采购订单必须有3个不同的报价。采购订单只有在正确签字确认后生效否则海拉尔百府悦酒店对支付不承担任何责任。

采购经理 Purchasing Manager　财务总监 Director of Finance　总经理 General Manager　业主代表 Owners Representative

Material
Carbolic Carbon Paper

Font
Arial & Bell MT

Color
PANTONE 187C

Size
210 * 297 mm

All dimensions in millimeters. Not to scale.