

**DIRECT
INVOICES
TO** 

PURCHASE ORDER

THE BOARD OF EDUCATION
SCHOOL DISTRICT NO. 85 (VANCOUVER ISLAND NORTH)
P.O. BOX 90, PORT HARDY, B.C. V0N 2P0
250-949-6618 FAX: 250-949-8792

PURCHASE ORDER NO.

THIS NUMBER MUST APPEAR ON ALL PACKAGES,
INVOICES AND CORRESPONDENCE

Page _____ of _____

S U P P L I E R		S H I P T O	

ATTENTION:

ATTENTION:

EMAIL TO:

FAX TO #:

DD	ORDER DATE MM	YY	DATE REQUIRED	VENDOR (PHONE) NO.	ACCOUNT CODE
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REQUESTED BY:

APPROVED BY:

PRINCIPAL/MANAGER

SECRETARY TREASURER

QUANTITY	PLEASE SUPPLY THE FOLLOWING GOODS OR SERVICES	UNIT PRICE	EXTENSION
Item 1			
Item 2			
Item 3			
Item 4			
Item 5			
Item 6			
Item 7			
Item 8			
Item 9			
Item 10			
Item 11			
Item 12			
Item 13			
Item 14			
Item 15			
	Shipping and Handling		
	Subtotal		
	GST 5%		
	PST 7%		

1. INVOICE QUOTING THIS ORDER NUMBER

3. THE CONDITIONS ON THE REVERSE

2. ENCLOSE PACKING LIST QUOTING THIS ORDER NUMBER IN ALL SHIPMENTS

SIDE FORM PART OF THIS ORDER

TOTAL 

COPY1 - SUPPLIER'S COPY * COPY2 - PURCHASING * COPY3 - ORIGINATOR * COPY4 - RECEIVING
NOTE: THE BOARD OF SCHOOL TRUSTEES REQUIRES ALL ORDERS TO BE SIGNED BY THE SECRETARY TREASURER OR HIS/HER DESIGNEE
AND RESERVES THE RIGHT TO REFUSE ANY CHARGE TO ITS ACCOUNT WHERE A CORRESPONDING ORDER HAS NOT BEEN ISSUED.

CONDITIONS OF THIS PURCHASE ORDER

1. This Purchase Order (hereinafter referred to as this Order) shall be null and void and of no effect whatsoever unless all the terms and conditions on the reverse hereof and printed hereunder are accepted and acknowledged in writing by the Seller within 10 days after receipt, provided however, that if no such acknowledgement is prejudice to the other rights of the Purchaser hereunder, shipment of the goods ordered by the Purchaser shall constitute acceptance by the Seller of all such terms and conditions. The Purchaser does not accept any conditions or reservations, customary or otherwise, subject to which the Seller may purport to sell, ship or deliver the goods, unless such conditions or reservations have been specifically accepted in writing by the Purchaser and no modification of the terms and conditions of this Order shall have any effect unless made in writing and signed by the Purchaser and the Seller.
2. Payments will be made in lawful money of Canada, unless otherwise stated in this Order. Cash discount period to the Purchaser will date from the receipt of the goods or the receipt of acceptable invoices, whichever is the later. Drafts will not be honoured.
3. Unless otherwise specified, the price inserted on the face of this Order represents the complete cost to the Purchaser at the point of delivery specified herein and includes every applicable licence fee, patent royalty, Government and Municipal tax, levy and charge of every description and charges for crating boxing and cartage.
4. (a) Time shall be of the essence of this Order. The articles must be delivered strictly in accordance with the quantities, quality and specifications shown and on the delivery dates specified otherwise the Purchaser shall be at liberty to cancel this Order in whole or in part and to purchase other articles of the same or similar description from other persons.

(b) If the delivery date cannot be met, written notice setting forth cause and extent of delay will be given immediately to the Purchaser to enable the Purchaser to exercise the rights under sub-clause (a) of this clause.
5. Articles are subject to inspection by the Purchaser notwithstanding prior payment. All or any goods, received by the Purchaser hereunder will be subject to inspection and rejection by the Purchaser and if rejected may be held at the Seller's risk and expense or returned at the Seller's expense. The Purchaser reserved the right to retain any portion or all of any shipment not strictly in accordance with the specifications and in such case, will pay a reasonable price therefore, which retention shall not preclude the Purchaser from rejecting the remainder of the shipment or any part thereof which is in accordance with the specifications.
6. In supplement of and not by way of substitution for any term of the specifications or any warranty stipulated by the parties hereto or either of them or any warranty stipulated or implied by law and notwithstanding prior acceptance of the goods. Seller shall at his own expense replace any goods, or any part or parts thereof, which at any time within one year from delivery thereof become defective as a result of faulty or inefficient manufacture, materials or workmanship.
7. (a) The Purchaser shall indemnify the Seller against all actions, claims or proceedings based upon the use of any patent rights, in respect of anything, the model, plan or design of which shall have been provided by or on behalf of the Purchaser, but this indemnity shall apply to this Order only.

(b) Save and except as set forth in sub-clause (a) of this clause it is agreed that the Seller will indemnify the Purchaser against all actions, claims or proceedings for infringement of any patent rights or industrial design rights and for royalties or other payments which may be payable in connection with any such patent rights in carrying out this Order.
8. All items manufactured to the Purchaser's specifications and without intending to restrict the generality of the foregoing, including dies, tools, jigs, patterns, gauges, paid for by the Purchaser, are to be delivered upon request by the Purchaser.
9. This order shall not be assigned or sublet in whole or in part without the previous written approval of the Purchaser.
10. The articles ordered shall be packaged and shipped in accordance with the Purchaser's instructions and good commercial practice and so as to ensure that no damage shall result from weather or transportation.
11. Any materials used, labour or service expended to provide an estimate or quotation for work or service, prior to approval or disapproval by the Purchaser of such estimate or quotation, shall be at the risk and expense of the Seller.
12. All products must be C.S.A. approved, if applicable and must meet all other standards and Regulations in effect at the time of the Order.