

cp\_street\_1  
cp\_street\_2  
cp\_pb  
cp\_pcode cp\_city cp\_state  
cp\_country  
Phone: cp\_phone  
Fax: cp\_fax  
Web: cp\_web  
Email: cp\_email  
  
Our ref: document reference  
keyword2: value2  
keyword1: value1

rc\_affil\_name  
rc\_affil\_division\_1  
rc\_affil\_division\_2  
rc\_affil\_street\_1  
rc\_affil\_street\_2  
rc\_affil\_pb  
rc\_affil\_pcode rc\_affil\_city rc\_affil\_state  
rc\_affil\_country

Attn: rc\_hon rc\_firstname rc\_oth rc\_surname rc\_lin - rc\_affil\_job\_title\_1 - rc\_affil\_job\_title\_2  
Followed by: sd\_hon sd\_firstname sd\_oth sd\_surname sd\_lin - sd\_phone - sd\_email

place, on date

Purchase Order valid until validity\_date  
All amounts in Euros

Qty	Description	Unit Price	Price
1	Element 1 <i>detailed description 1.1</i> <i>detailed description 1.2</i>	10·07	10·07
2	Element 2 <i>detailed description 2.1</i> <i>detailed description 2.2</i> Holdback on Price: 5·00% i.e. 2·01	20·07	40·14
3	Element 3 <i>detailed description 3.1</i> <i>detailed description 3.2</i>	30·07	90·21

agreement introduction: line 1  
agreement introduction: line 2

Total	140·42
including Holdback	2·01