

No.

**WILLIAMSON COUNTY PURCHASING DEPARTMENT  
FRANKLIN, TENNESSEE  
PURCHASE ORDER**

**NOTICE TO VENDOR**

1. Purchase order number **MUST** appear on all invoices submitted for payment.

**Date Issued  
Purchase Order**

**ORDERED FROM:**

**INVOICE TO:**

ITEM NO.	ARTICLES OR SERVICES	TERMS	QUANTITY & UNIT	UNIT PRICE	TOTAL

**SUBJECT TO THE FOLLOWING CONDITIONS**

1. All packages, cartons or other containers must be plainly marked with the purchase order number.
2. The right is reserved to purchase in the open market and to charge the difference to the Vendor in the event that deliveries are not made at the time specified in the bid on this order.
3. Whenever a delivery is rejected, the Vendor shall be notified and be given the reason for the rejection. All rejected deliveries shall be held at the Vendor's risk and he shall bear the expense of removal.
4. No changes in or cancellations of this purchase order shall be recognized by the Vendor unless authorized by special form issued by the Purchasing Agent.
5. Acceptance of this order includes acceptance of all terms, prices, delivery, instructions specifications and conditions stated.
6. The county is not liable for Federal excise tax or state tax.
7. Each shipment and/or each purchase order should be covered by separate invoice.

**IMPORTANT: INVOICES AND PACKAGES MUST BEAR PURCHASE ORDER NUMBER**

**There is an otherwise unincumbered balance to the credit of the appropriation, allotment or fund to meet the expenditure covered by this purchase.**

**Authorized Signature**

**APPROVED:**

**Purchasing Agent**

The Vendor expressly warrants all goods delivered under this Purchase Order to be new and of high quality and free from defects in material and workmanship and to be of this quality, size and dimensions ordered and Services provided under this Purchase Order to be conformity with specifications provide by Williamson County. These express warranties shall not be waived by reason of acceptance or payment by the County. Williamson County shall not be responsible for payment of any items should the Vendor breach the Warranty.

Risk of loss shall not pass to Williamson County until the Goods described in this Purchase Order actually have been received and accepted by the County. Goods shall not be considered accepted by Williamson County until such time that it has had an opportunity to inspect all Goods. Vendor assumes full responsibility for packing, crating, marking, transportation and liability for loss and/or damage even if the County has agreed to pay freight, express or other transportation charges.