

Standard Payment Order Form

Order Number:	POF-2024-0001	Date:	2024-06-15
Payee Name:	John Doe & Co.	Payee Account:	1234567890
Bank Name:	Sample Bank Ltd.	Bank Branch:	Downtown Branch
Prepared By:	Jane Smith	Approved By:	David Lee

Payment Details

Description	Invoice No.	Amount	Remarks
Website Development Services	INV-9001	\$2,500.00	Final payment
Maintenance Fee	INV-9005	\$500.00	Monthly
		\$3,000.00	Total

Other Information

Payment Method:	Bank Transfer	Due Date:	2024-06-30
Reference:	Agreement #WD-2024-15		

Important Notes:

- Ensure all payee and banking information is verified before processing.
- Attach all supporting documents (e.g., invoices, agreements) with the form.
- Obtain necessary approvals prior to submission for payment.
- Retain a copy for record-keeping and audit purposes.