

# Standard Payment Order

## Payment Order Details

Payment Order No.	PO-2024-0587
Date of Issue	2024-06-16
Reference Number	INV-3489
Due Date	2024-07-01

## Payer Information

Company/Organization Name	ABC Corporation Ltd.
Address	123 Business Ave, Suite 500, Citytown 12009
Contact Person	Jane Smith
Email	jane.smith@abccorp.com

## Payee Information

Vendor Name	XYZ Supplies Co.
Bank Name	Global Bank Ltd.
Bank Account Number	009845672309
SWIFT/BIC	GLOBUS34
Payment Reference	Office Supplies Q2

## Payment Details

Description	Quantity	Unit Price	Amount
Printer Cartridges	10	\$65.00	\$650.00
Reams of Paper (A4 80gsm)	50	\$4.00	\$200.00
Desk Organizers	5	\$12.00	\$60.00
Total			\$910.00

## Authorized By

Name	Michael Lee
Title	Finance Manager
Signature	_____
Date	2024-06-16

## Important Notes

- This payment order serves as an official document authorizing a transaction between the payer and the payee.
- Please verify all payee bank details before processing the payment.
- Ensure the payment order is signed by an authorized person within the organization.
- Keep a copy of this document for your records and internal audit requirements.
- This document does not constitute a contract but authorizes a payment in accordance with an existing agreement or invoice.