

Acme Corporation

123 Example Avenue
City, State ZIP
Phone: (123) 456-7890
Email: purchasing@acme.com

Blanket Purchase Order

PO Number:	BLK-2024-0456
Issue Date:	2024-06-19
Valid From:	2024-07-01
Valid To:	2025-06-30

Vendor Information

Name	Widgets Unlimited LLC
Address	789 Supplier Blvd, Industrial Park, City, State ZIP
Contact	Jane Doe, (987) 654-3210, sales@widgetsunltd.com

Delivery Information

Ship To	Acme Corp Receiving, 100 Warehouse Rd, City, State ZIP
Requested By	John Smith
Department	Procurement

Order Items & Pricing

Description	Part No.	Unit	Unit Price	Qty (Max)	Total (Max)
Widget A	WA-100	Each	\$20.00	1,000	\$20,000.00
Widget B	WB-200	Each	\$35.00	500	\$17,500.00

Terms & Payment

Payment Terms	Net 30 days
Delivery Schedule	As requested by release, within validity period
Authorized By	_____

Important Notes

- This Blanket Purchase Order allows multiple releases within the specified timeframe and quantity limit.
- Each order release must reference this BPO number.
- Do not exceed total maximum quantity or value without prior written authorization.
- Ensure all invoices match with delivered items and reference this BPO for timely processing.
- Contact Procurement Department for any clarifications or modifications.