

Standard Purchase Order

Purchase Order No: PO-2024-00123

Date: 2024-06-13

Vendor: ABC Supplies Co.

Vendor Contact: supplier@abc.com

Delivery Address: 123 Business Ave, City, Country

Billing Address: 456 Main St, City, Country

Order Details

#	Description	Quantity	Unit	Unit Price	Total
1	A4 Printing Paper (500 sheets)	20	Ream	\$4.00	\$80.00
2	Ink Cartridge Black	10	Piece	\$17.50	\$175.00
3	Stapler	5	Piece	\$6.50	\$32.50
Subtotal					\$287.50
Tax (10%)					\$28.75
Total					\$316.25

Terms & Conditions

- Delivery Date: Within 15 days from order date.
- Payment Terms: Net 30 days after receipt of goods.
- Goods to be delivered in good, undamaged condition.
- Any discrepancies must be reported within 5 business days.

Authorized By: _____

Date: _____

Important Notes:

- Purchase Orders are formal documents used to authorize the purchase of goods or services.
- They serve as a binding contract between buyer and supplier once accepted.
- Clear descriptions, quantities, and prices help prevent misunderstandings and disputes.
- Always ensure authorized signatures for validity.
- Retain copies for record-keeping and audit purposes.