

Purchase Order

Vendor

Vendor Company Name
123 Vendor St.
Vendor City, ZIP
Phone: (123) 456-7890
Email: vendor@example.com

PO Details

PO Number: PO-2024-001
Date: 2024-06-24
Reference: PR-1048

Bill To

Ledger Accounting Dept.
456 Main Ave.
Your City, ZIP
Phone: (987) 654-3210
Email: accounting@yourcompany.com

Ship To

Warehouse Section
789 Warehouse Blvd.
Your City, ZIP
Phone: (555) 123-4567

Order Details

#	Description	Quantity	Unit Price	Total
1	LED Monitor 24"	4	120.00	480.00
2	Wireless Keyboard	6	25.00	150.00
3	External HDD 1TB	2	60.00	120.00

Subtotal: 750.00
Tax (10%): 75.00
Grand Total: 825.00

Terms & Conditions

All items are to be delivered within 10 business days upon confirmation.
Payment terms: 30 days from invoice date.
Please address any queries to the Accounting Department.

Authorized by

Accepted by (Vendor)

Name & Position
Date: 2024-06-24

Name & Position
Date:

Important Notes

- This Purchase Order serves as a binding agreement for listed goods/services.
- Ensure all order and delivery details are accurate before sending to vendor.
- For ledger accounting, attach all relevant PO and invoice references for future reconciliation.
- Document edits and approvals must be logged for audit trail purposes.
- Store signed copies both digitally and physically as per company policy.