

# Purchase Order

**Company Name:** ABC Imports Pvt. Ltd.  
**Address:** 21 Industrial Estate, Main Road, New Delhi - 110001  
**Phone:** +91-11-23456710

**PO No.:** 0068  
**Date:** 13 June 2024  
**Vendor Code:** VEN-1452

**Supplier:**  
M/s Reliable Stationers  
85 Market Street, Karol Bagh,  
New Delhi - 110005  
Ph: +91-11-23874589

Sl. No.	Description of Goods	HSN/SAC	Unit	Quantity	Rate (₹)	Total (₹)
1	Ledger Book (A4 Size, 300 pages)	4820	Nos.	50	125.00	6,250.00
2	Ledger Book (Legal Size, 400 pages)	4820	Nos.	30	180.00	5,400.00
3	Register Book (A5 Size, 200 pages)	4820	Nos.	80	80.00	6,400.00
					<b>Subtotal</b>	18,050.00
					GST @ 12%	2,166.00
					<b>Grand Total</b>	<b>20,216.00</b>

## Terms & Conditions:

- Delivery within 7 days from the date of order.
- Payment within 15 days of delivery.
- Goods must be supplied as per specifications mentioned.
- Packing to be secure and appropriate for ledger books.

## Authorized Signatory

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(ABC Imports Pvt. Ltd.)

## Important Notes

- Purchase Order serves as an official agreement and reference for procurement and payment.
- Always verify supplier details and item specifications before dispatching PO.
- Keep a copy of the signed PO in the ledger for future audit and reconciliation.
- Numbering and dating of POs are essential for tracking and transparency.