

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
						Subtotal 18,050.00
						GST @ 12% 2,166.00
						Grand Total 20,216.00

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

(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.