

# Purchase Order

**PO Number:** PO-2024-015

**Date:** 2024-06-12

**Supplier:** Acme Suppliers Ltd.

789 Market Lane

Cityville, Zip 54321

Phone: (123) 456-7890

**Ordered By:** Ledger & Co.

456 Commerce Blvd.

Account: 445-12

Email: ledger@example.com

## Order Details

#	Description	Item Code	Quantity	Unit Price	Total
1	LED Office Lamp	LAMP-02	20	\$18.00	\$360.00
2	Notebook A4 Ruled	NOTE-A4-50	50	\$2.40	\$120.00
3	Ballpoint Pen (Blue)	PEN-BLU-100	100	\$0.50	\$50.00
<b>Grand Total</b>					<b>\$530.00</b>

## Delivery Address:

102 Ledger Block,

2nd Avenue, Cityville, Zip 54321

## Payment Terms:

Net 30 days

## Authorized By:

(Signature) \_\_\_\_\_

Name: Jane Doe

## Important Notes

- Always verify item codes and quantities before finalizing the purchase order.
- Ensure all supplier and delivery details are accurate for clear ledger recording.
- Attach supporting invoices and receipts for complete audit trails.
- Maintain signed copies of all purchase orders for future reference.