

Ledger Corp
123 Ledger Street
FinCity, FN 12345
Phone: (555) 123-4567
Email: supply@ledgercorp.com

PURCHASE ORDER

PO Number:

LC-PO-2024-157

Date:

2024-06-18

Vendor Name:

ABC Supplies Inc.

Vendor Code:

ABC1024

Vendor Address:

789 Market Road,
Commerce City, CC 54321

Ship To:

Ledger Corp - Receiving Dept.
123 Ledger Street,
FinCity, FN 12345

Terms:

Net 30

Delivery Date:

2024-07-10

Contact:

John Buyer

Contact Phone:

(555) 987-1234

#	Item Description	Item Code	Quantity	Unit	Unit Price	Total
1	Ledger Paper A4, 80gsm	LP-80A4	200	Reams	\$3.50	\$700.00
2	Toner Cartridge Black	TC-BLK	15	Units	\$28.00	\$420.00
3	Office File Folders	OFF-FF	100	Units	\$1.20	\$120.00

Subtotal:

\$1,240.00

Tax (5%):

\$62.00

Shipping:

\$25.00

Total:

\$1,327.00

- Important Notes:
- All items must be delivered by the specified delivery date.
 - Invoice should quote this Purchase Order number for processing.
 - Acceptance of this order constitutes acceptance of Ledger Corp's terms and conditions.
 - Discrepancies must be reported within 48 hours of receipt.
 - Maintain a copy of this document for accounting and audit purposes.