

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.