

Purchase Order Invoice

Acme Corporation

123 Market St, Suite 505
New York, NY 10001
Phone: (555) 123-4567
Email: info@acmecorp.com

PO Number: PO-2024-1023

Date: 2024-06-20

Due Date: 2024-07-04

Bill To

Widget Supplies Ltd.
456 Industry Lane
Los Angeles, CA 90017
Phone: (555) 987-6543

Ship To

Acme Warehouse
890 Distribution Blvd
Brooklyn, NY 11201
Contact: John Smith

Order Summary

#	Description	Qty	Unit Price	Line Total
1	Widget Pro 3000	50	\$40.00	\$2,000.00
2	Widget Mini 1500	100	\$18.00	\$1,800.00
Subtotal				\$3,800.00
Tax (8%)				\$304.00
Total Due				\$4,104.00

Payment Terms

Payment due within 14 days. Please use PO-2024-1023 as reference on your payment.

- Always verify all product descriptions, quantities, and pricing before finalizing the purchase order.
- Confirm the delivery address and recipient contact to avoid shipment delays.
- Retain a signed copy of the purchase order for record-keeping and future reference.
- Discrepancies or issues should be reported to the supplier immediately upon receipt of goods.
- Payment terms and conditions should be clearly agreed upon with the supplier in advance.