

Asset Purchase Order

Supplier Details

Supplier Name: ABC Technologies Ltd.
Contact Person: Jane Doe
Address: 123 Main Street, City, State, 123456
Email: jane@abctech.com
Phone: +1 234 567 8901

Order Info

PO Number: PO/2024/073
Date: 2024-06-21
Requested By: IT Department

Asset Details

Item Description	Quantity	Unit Price	Total
Dell Latitude 5430 Laptop	10	\$850	\$8,500
HP LaserJet Pro Printer	3	\$180	\$540
APC UPS Backup 1500VA	2	\$220	\$440
Grand Total			\$9,480

Delivery Address: Office No. 14, Business Park, City, State, 654321
Expected Delivery Date: 2024-07-05
Payment Terms: Net 30 Days

Important Notes

- This purchase order constitutes a binding agreement for the procurement of the listed assets.
- Ensure all asset specifications and quantity are clearly mentioned to avoid discrepancies.
- Supplier must include the PO number on all invoices and delivery documents.
- Assets are subject to inspection upon delivery; acceptance is not guaranteed until verified.
- Contact the purchase department for any clarifications or modifications to this order.