

Purchase Order (PO)

PO No.: PO-2024-001

Date: 13 June 2024

Supplier: Supplier Co. Ltd.

Address: 789 Supplier Street, City

Buyer: ABC Pvt. Ltd.

Contact Person: John Doe

Delivery Location: 123 Business Avenue, City

Item Details

#	Asset Description	Quantity	Unit Price	Total
1	Laptop, Model XYZ Pro, 16GB RAM	10	\$1,000.00	\$10,000.00
2	Projector, Full HD	2	\$750.00	\$1,500.00
Grand Total				\$11,500.00

Asset Delivery Schedule

Delivery No.	Asset(s)	Quantity	Delivery Date	Delivery Location
1	Laptop, Model XYZ Pro	5	25 June 2024	Main Office - Room 207
2	Laptop, Model XYZ Pro	5	10 July 2024	Main Office - Room 208
3	Projector, Full HD	2	15 July 2024	Conference Hall

Important Notes

- This Purchase Order is valid only if signed by authorized representatives of both parties.
- All deliveries must strictly adhere to the schedule stated above. Advance notice is required for any changes.
- Assets received will be subject to inspection and acceptance as per company standards.
- Payment terms and conditions are as per the agreed contract.
- Any discrepancy in quantity or quality must be reported within 3 working days of receipt.