

Standard Purchase Order

Purchaser Details

Company Name: ABC Corporation Ltd.
Address: 123 Main Avenue, City, Country
Contact: +1 234 567 8901
Email: purchasing@abccorp.com

Purchase Order Info

PO Number: PO-2024-00123
Date: 2024-06-22
Requested By: John Doe

Supplier Details

Name: Asset Supplies Inc.
Address: 456 Supplier Rd, City, Country
Contact: +1 987 654 3210
Email: sales@assetsupplies.com

Delivery Details

Location: ABC Corp - Main Warehouse
Expected Delivery: 2024-07-07
Contact Person: Mark Allen
Phone: +1 234 567 8910

Order Items

#	Asset Description	Model/Spec	Quantity	Unit Price	Total
1	Laptop Computer	HP EliteBook 850 G8	10	\$1,200	\$12,000
2	Projector	Epson EB-X49	2	\$650	\$1,300
3	Office Chair	ErgoPro X	15	\$150	\$2,250
Grand Total					\$15,550

Terms & Conditions

- All assets must be delivered in original packaging with warranty certificates.
- Payment terms: Net 30 days from delivery and acceptance.
- Any discrepancies or damages should be reported within 3 business days of receipt.
- Taxes and duties, if applicable, are included in the prices above.

Authorized By:

Name & Signature

Date: _____

Supplier Confirmation:

Name & Signature

Date: _____

Important Notes

- Standard Purchase Orders are legally binding documents between the buyer and supplier.
- Clear definitions and itemization help prevent misunderstandings and disputes.

- Proper authorization and signatures are essential for contract validation.
- Keep a copy of the signed document for record and audit purposes.