

# 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.