

# Purchase Order

## Supplier Details

**Name:** ABC Supplies Ltd.  
**Address:** 123 Market Avenue, Cityville, 12345  
**Phone:** (555) 123-4567  
**Email:** info@abcsupplies.com

## Order Details

**PO Number:** PO-2024-00215  
**Date:** 2024-07-08  
**Expected Delivery:** 2024-07-22  
**Reference:** PR-1020

## Bill To

XYZ Corporation  
987 Corporate Drive, Suite 400  
Metro City, 67890  
(555) 987-6543

#	Description	Quantity	Unit Price	Total
1	High-Speed Office Printer Model XZ-10	3	\$350.00	\$1,050.00
2	Printer Toner - Model XZ-10 Compatible	10	\$45.00	\$450.00
<b>Subtotal</b>				\$1,500.00
<b>Tax (8%)</b>				\$120.00
<b>Total</b>				\$1,620.00

## Shipping Address

XYZ Corporation - Receiving Department  
100 Warehouse Blvd, Dock 3  
Metro City, 67890

### Terms & Conditions

- Payment is due within 30 days from invoice date.
- Goods must be delivered in good condition.
- Notify immediately in case of shortages or damaged items.

Authorized by

Supplier Signature

### Important Notes:

- This is a legal document providing evidence of the buyer's intent to purchase the listed goods or services.
- Ensure all order details and quantities are correct before issuing the purchase order.
- The purchase order number must be referenced on all related invoices and shipment documents.

- Keep a copy for your records and share another with the supplier.