

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
Subtotal				\$1,500.00
Tax (8%)				\$120.00
Total				\$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.