

# Purchase Order

## Supplier Information

Supplier Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Contact: \_\_\_\_\_  
Email: \_\_\_\_\_  
Phone: \_\_\_\_\_

## Order Details

PO Number: \_\_\_\_\_  
PO Date: \_\_\_\_\_  
Delivery Date: \_\_\_\_\_  
Delivery Location: \_\_\_\_\_  
Buyer Name: \_\_\_\_\_

## Items Ordered

#	Description	Quantity	Unit	Unit Price	Total Price
1	_____	_____	_____	_____	_____
2	_____	_____	_____	_____	_____
3	_____	_____	_____	_____	_____
<b>Subtotal</b>					_____
<b>Tax</b>					_____
<b>Total</b>					_____

## Terms & Conditions

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Authorized by:

Signature: \_\_\_\_\_  
Name: \_\_\_\_\_  
Date: \_\_\_\_\_

Accepted by Supplier:

Signature: \_\_\_\_\_  
Name: \_\_\_\_\_  
Date: \_\_\_\_\_

