

# Retail Purchase Order Agreement Sample

## 1. Parties

This Retail Purchase Order Agreement ("Agreement") is made as of \_\_\_\_\_ (the "Effective Date") between:

**Buyer:** \_\_\_\_\_  
**Address:** \_\_\_\_\_

**Seller:** \_\_\_\_\_  
**Address:** \_\_\_\_\_

## 2. Purchase Order Details

Item #	Description	Quantity	Unit Price	Total
001	Sample Product Name	100	\$10.00	\$1,000.00
<b>Grand Total</b>				<b>\$1,000.00</b>

## 3. Payment Terms

Payment shall be made by Buyer to Seller within thirty (30) days of delivery of goods, unless otherwise agreed in writing.

## 4. Delivery

Seller agrees to deliver the goods to the Buyer at the address specified above by \_\_\_\_\_. All shipping and delivery costs shall be borne by Buyer / Seller.

## 5. Inspection and Acceptance

Buyer shall have five (5) business days after delivery to inspect the goods and notify Seller of any discrepancies or defects.

## 6. General Terms

- This Agreement constitutes the entire understanding between the parties regarding the purchase and sale of goods.
- Any amendments must be in writing and signed by both parties.
- This Agreement is governed by the laws of \_\_\_\_\_.

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Buyer Signature / Date

Name: \_\_\_\_\_

Title: \_\_\_\_\_

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Seller Signature / Date

Name: \_\_\_\_\_

Title: \_\_\_\_\_